

**Boys & Girls Club of Buena Park  
Director of Development**

**ABOUT THE BOYS & GIRLS CLUB OF BUENA PARK**

Established in 1948, the Boys & Girls Club of Buena Park is one of the oldest in California. The mission of the Buena Park Club is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Each year, the Club meets the social, educational and recreational needs of more than 1,000 youth ages 6-18 each year with evidence-based, age-appropriate development program. The only youth development program operating in Buena Park, the Club is often referred by many members as their second home. This past September, Boys & Girls Clubs of America awarded the Buena Park Club as the 2019 Pacific West Region Gold Standard for membership growth and program excellence.

**POSITION OVERVIEW**

In order to support its vision and ambitious goals, the Boys & Girls Club of Buena Park seeks a Director of Development who will work closely with volunteer leaders and other staff members to build and cultivate a renewable and sustainable base of annual support for ongoing and increased operations.

Reporting to the CEO, this position will drive revenue growth in a manner that is consistent with the Boys & Girls Club of Buena Park philosophy as a leading and progressive charitable brand that creates remarkable experiences for local youth, teens, their families and the greater community of stakeholders. With their 10-year goal to serve 400% more youth and teens each year, the need to increase and diversify philanthropic support to fund our expanding operational budget will be key to this position.

**ROLES AND RESPONSIBILITIES**

*Development Strategy*

- Designs, implements, and evaluates a comprehensive annual development plan to meet strategic objectives and financial goals, including annual revenue and a three-year strategic plan.

- Leads, creates, implements and monitors annual and long-term fund development plan to secure gifts from individuals, corporations, foundations and government.
- Oversees grant management, monitors and ensures grant goals are achieved.
- Partners collaboratively with the CEO, Board Development Committee and other key volunteer leaders to achieve the fundraising goals of the organization.

#### *Fundraising & Leadership*

- Cultivates, expands and diversifies financial support from individuals, foundations, and corporations.
- Develops, stewards and maintains ongoing relationships with all donors.
- Oversees the organization and execution of BCGBP's fundraising events.
- Tracks, measures, analyzes and reports all aspects of fundraising efforts with clear accounting and accountability
- Mentor and lead the development coordinator and other team members in the execution of fundraising efforts.
- Oversees the use and management of the donor and member database.

#### **QUALIFICATIONS**

- At least 5 years of successful experience in annual giving and revenue development, including gifts from individuals, foundations and corporations
- Bachelor's degree level or equivalent experience.
- Track record of securing significant donations of \$25k or more, and experience managing a sizable portfolio of prospects.
- High level of initiative and a proven leader and motivator of people and a commitment to diversity and inclusion in the workplace.
- Excellent interpersonal skills with the ability to work with people at all levels of an organization.
- A genuine interest in helping donors fulfil their passions and interests through their giving and philanthropy
- Demonstrated ability to work with confidential and sensitive information relating to donors and fundraising.
- Proficient using Microsoft Office suite (PowerPoint, Excel, Word) and CRM databases (ex. Salesforce) to facilitate fundraising success.

*The Boys & Girls Club of Buena Park is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.*

*Envision Consulting has been retained to conduct the search by Boys & Girls Club of Buena Park for their incoming Director of Development.*

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