



## **Director of Development & Communications**

Continuing the sustained growth of the past decade, the Boys & Girls Club of Burlington (the “Club”) is seeking an experienced Director of Development and Communications. The Director of Development and Communications is responsible for leading and actively participating in the Club’s resource development program, raising approximately \$1.2 million annually from the local community.

Major gift fundraising from individuals is an area of focus in this role. In addition to having a track record of success in resource development, the Director of Development and Communications must be an effective manager of people. This person reports to and works closely with the Executive Director, supervises an outstanding development staff of three people and manages a committee of engaged volunteers.

Our team feels great pride in the success of our young people and is energized by the meaningfulness of our work. We welcome any exploratory conversations to learn about the position before formally applying.

### **Duties and Responsibilities**

- Work closely with the Club’s Executive Director to provide leadership that supports the organization’s capacity to fundraise with a sustainable, professional approach, meeting and exceeding goals
- Lead fundraising plans for annual giving, major gifts and special events. Support executive director in special initiatives or campaigns.
- Manage and participate in implementation of donor prospecting, cultivation, solicitation, and overall donor relation activities
- Oversee a fun and experienced development team that has responsibilities for:
  - Developing written funding proposals and overall grant management
  - Marketing efforts, with strong focus on well-developed storytelling tours
  - Special events designed for celebration, donor stewardship and fundraising
  - Maintaining Bloomerang donor database
- Assist the Executive Director in supporting a high-quality Board of Directors.
- Manage an actively engaged volunteer committee that works on donor acquisition and donor cultivation
- Provide guidance to advance a culture of philanthropy across the organization
- Other duties as required

### **Desired Experience, Skills and Knowledge**

- Solid experience leading a resource development plan with proven results
- Experience and success in major gift fundraising

- Strong listening and communication skills
- A commitment to social justice and an understanding of trauma informed work
- A disciplined, metrics-driven approach, balanced with ability to maintain a broad perspective
- Bachelor's degree from an accredited college or university or equivalent experience
- Familiarity with “Benevon Sustainable Fundraising” model a plus
- Fun, flexible and team-oriented personality

#### Job Type

Full-time (40 hours/week) exempt with competitive compensation and comprehensive benefits package.

#### To Apply

Please submit your resume and cover letter in confidence to Tanya Benosky at [greatfutures@bandgclub.org](mailto:greatfutures@bandgclub.org).

#### About the Boys & Girls Club of Burlington

The Boys & Girls Club is a non-profit organization serving children and teens in the out-of-school hours by providing a safe place, helping to build character and life skills and supporting academic success. Membership is \$5/year and we are committed to serving the young people who need us the most. 85% of our of our \$1.5 million budget is supported by fundraising from the local community; the remaining 15% is supported by government grants. We encourage applicants from a broad range of backgrounds and life experiences. Boys & Girls Club of Burlington is an equal opportunity employer.