**Boys & Girls Club of Cabarrus County**

**Job Description**

**Resource Development Director**

**Job Description Summary**

The Resource Development Director works with the Executive Director and Board of Directors to plan and execute resource development strategies and monitors progress toward goals. This position supports the Executive Director in positioning the Board to cultivate and solicit major gifts from individuals, corporations and foundations. The position is expected to generate fundraising income through campaigns targeting individual donors, corporations, civic groups and foundations within the community.

**Job Responsibilities**

**Leadership**

* Provides leadership and direction to the Executive Director and Board of Directors in the

effective operation of all development activities required to fund Club operations and

deliver programs within the community

* + - * In collaboration with Executive Director and Board of Directors, develops and implements a strategic plan for single and multi-year resource development efforts
* Serves on Management Leadership Team

**Resource Development**

* Researches and analyzes agency individual, corporate and foundation donor base and

recommended solicitation strategies

* Prepares and presents for approval proposals for individual, corporate and foundation support of the Club, using current cultivation and solicitation materials
* Provides support for various fundraising projects/initiatives assigned by Executive Director, such as endowments, major gifts and planned giving
* Ensures the evaluation of development activities and identifies opportunities to improve
* Participates in the development, implementation and monitoring of the Club’s annual

budget, controlling expenditures within budget and maintaining donor and financial

records in accordance with standards

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Job Description

Resource Development Director

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**Board Development**

* Identifies, recruits and trains board members to participate in solicitation and other income development activities
* Encourages and supports board committees responsible for planning and implementing

development activities

**Partnership Development**

* Participates in activities to maintain good public relations for Club programs, services and activities
* Cultivates new relationships to deepen and broaden impact while leveraging existing partnerships to ultimately ensure best support of members
* Develops strategic alliances with community leaders and local officials. Develops collaborative partnerships with other youth serving organizations, funders and community organizations

Performs all other duties deemed appropriate by the Executive Director.

**Skills/Knowledge Required:**

* Bachelor’s degree from accredited college or university preferred
* A minimum of five years nonprofit fundraising experience
* Considerable knowledge of fundraising techniques and sources of funding for nonprofits
* Track record of meeting/exceeding resource development goals
* Knowledge of accessing and managing donor database
* Ability to organize and coordinate fundraising operations
* Strong oral and written communication skills
* Ability to establish and maintain effective working relationships with Club staff, board members, volunteers, community groups and other related agencies

**\*\*Salary Range: $55,000 - $65,000\*\***