



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

Vice President of Resource Development
\$80,000 to \$125,000

GENERAL FUNCTION:

Under the limited supervision of the Chief Executive Officer, the VP of Resource Development provides active oversight, enhancing resource development and fundraising strategies. Works with the Chief Executive Officer in positioning Board to cultivate and solicit major gifts and grants for individuals, corporations, foundations, government agencies and others. Oversees all administrative needs relating to Resource Development. Manages the Director of Marketing & Communications, Events Manager and Resource Development Manager. Incumbent is a member of the Organization's Executive Leadership Team.

RESPONSIBILITIES:

1. **CAMPAIGN MANAGEMENT** – Develop and manage all aspects of each fundraising campaign, including writing, mailing and monitoring campaigns. Increase funds raised annually.
2. **MARKETING & MEDIA** – Oversees the annual Marketing Plan. Manages speaker's bureau, web site and press releases. Manages Annual Report and newsletters.
3. **SPECIAL EVENTS** – Manages staff leadership to annual events. Develops board and volunteer participation, ensures the creation of promotional materials and oversees all logistics, including registration and sponsorship. Increase event revenue annually.
4. **GRANT WRITING & REPORTING** – Oversees grants and research of grant opportunities. Ensures that grant objectives are being met and reports are provided to funders as required. Manages county-wide collaborative projects. Increase grant funds annually.
5. **BOARD/VOLUNTEER RELATIONS** – Ensures board has all necessary tools to raise adequate resources to realize our mission. Manages appropriate committees.
6. **DONOR RELATIONS** – Supervises the timely and appropriate acknowledgement of all donors through written thanks and donor recognition events and opportunities. Maintain excellent relations with current and prospective donors.
7. **DATABASE MANAGEMENT** – Ensures that records are current for all donors and prospects. Analyzes data to identify and pursue new development opportunities.
8. **GENERAL ADMIN** – as needed.

SKILLS, EXPERIENCE & TRAINING:

- Person will be of flawless integrity & will fully embody our organizational Core Values.
- Four-year degree in related field from an accredited college or university. Masters preferred.
- A minimum of 8 to 10 years of fundraising and Resource Development management.
- Interest and ability to represent the agency in the public eye.

- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Experience working with local government, boards of directors and major donors.
- Computer skills: Microsoft Office mandatory. Donor Perfect preferred.
- Ability to quickly learn new computer programs.
- Demonstrated organizational, staff and project management abilities.
- Valid State Drivers License.
- Proof of Auto Insurance.

I have read and agree to all of the above.

Name

Date