



POSITION DESCRIPTION

Title: Director of Advancement

Reports to: CEO

Direct reports: Development and Grant Coordinator

Job Summary:

Directly responsible for successfully creating, leading and implementing the development, management and execution of an integrated Advancing Philanthropy strategy for the Boys & Girls Club of Oshkosh and the Hyde Family Community Center.

Oversees the development and execution of face-to-face donor visits and annual campaign efforts for the Boys & Girls Club of Oshkosh with existing donors, donor prospects, private foundations, and other fund sources to achieve the goals of the organization in collaboration with the CEO.

Develops, coordinates and executes all special events and functions for both fundraising and awareness purposes with the development and marketing team.

Oversees the search for and application of grant opportunities for the organization. Assists with writing, developing relationships with grant sources, reporting grant progress to CEO and Board of Directors, and assists in filing all grant report requirements.

Advances key partnerships and growth opportunities that help achieve the strategic plan.

Serve as an ambassador and spokesperson for the organization and articulate our mission to external constituents.

Continue to grow individual giving with estate planning, sustainers and bequests.

It is the responsibility of every staff member to cultivate and maintain positive donor relationships.

Qualifications:

- Bachelor's degree or equivalent experience preferred in the area of development and nonprofit management.
- Seven years proven, successful experience in nonprofit operations, with an emphasis on development, management, or equivalent experience.
- Successful experience in carrying out the mission of a nonprofit organization.
- Strong verbal, written communication and organizational skills.
- Proven ability to develop and maintain effective working relationships and partnerships with Board, staff, volunteers, donors, community groups and other agencies.
- Competency in computer skills including, but not limited to, Word, Excel, Power Point, Desktop Publishing, database management, and website maintenance.
- Commitment to role model and promote a life style of health, wellness and fitness.

- Must have a valid driver's license and good driving history.
- Manage assigned staff and volunteers tied to the department.
- Ability to conceptualize new initiatives.
- Results and goal oriented.

Job Responsibilities:

- Oversees the design, implementation and maintains, in cooperation with the CEO and Board of Directors, a comprehensive plan for a successful annual campaign for the Club. This may include, but is not limited to, the Annual Campaign, major gift solicitations, and planned gifts.
- Work closely with the Board of Directors on their Annual Campaign and solicitor reports
- Ensures the department succeeds in assigned special events and/or provides support. Examples include, but not limited to, WineFeast, Afternoon Tea, Youth of the Year.
- Plan and evaluate financial needs and fundraising plans for the organization's future
- Contribute to attaining financial support by:
 - Building the Club's base support through marketing and public awareness.
 - Soliciting corporations and civic groups for donations and other support for special fundraising.
 - Foundation relationship building
 - Develop existing and new major gift prospects
- Develops and maintains a highly visible role in the community, with an emphasis on key partnerships and relationship building to benefit the Club. These might include, but not limited to, new and existing individual donors, corporate and other business support, private and community foundations, service clubs, alumni, relationship to the national Boys & Girls Club office.
- Oversees the management and use of the donor databases (Rasier's Edge) and event database (Greater Giving).
- Represents and supports volunteer efforts through identifying and promoting the Club to create general public awareness.
- Work with the Director of marketing and communications to develop a strategic marketing, development, fundraising and communications plan for the Club. This would include key community partnerships, relationships with the media, sponsorships, Club newsletters, publications, press releases and websites designed to positively promote and market the Club to the community.
- Promote the area of health, wellness and fitness to our membership
- Mandated child abuse reporter.

Physical and Mental Requirements:

- Ability to sit and stand for long periods of time.
- Must be able to lift up to 50 pounds.
- Ability to go up and down stairs.
- Ability to think clearly and concisely.
- Varied hours - some evening/weekend hours required.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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Salary range: \$50,000-58,000 annually