



WE'RE GROWING...NOW HIRING AT THE REGIONAL OFFICE!

Development Manager

BOYS & GIRLS CLUBS
OF NORTH GEORGIA
*Serving Youth in Pickens,
Gilmer & Fannin Counties*

The Development Manager is responsible for generating fundraising income through campaigns targeting foundations, corporations, civic groups and individual donors. The Development Manager provides writing support for foundation and corporate grant requests and acknowledgment of donor gifts; provides coordination to the board of directors and staff in the planning and implementation of special events; and coordinates with staff and board in seeking grant funds.

KEY ROLES (Essential Job Responsibilities):

Strategic Planning

- Working with the Executive Director and Board of Directors to plan and execute resource development strategies and monitor progress against goals.
- Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other Club fundraising efforts.

Resource Development

- Contribute to acquiring financial support
- Write grant proposals for foundation support
- Work with Executive Director to solicit donations and other support from individuals, corporations, and civic groups
- Work with Executive Director and Advisory Councils to improve their fund-raising outcomes.
- Plan and execute successful special fundraising events

Resource Management: Manage administrative and operational systems to:

- Track fundraising income, compile income status reports and variance reports
- Recognize contributions with acknowledgment letters and special recognition events; successful utilization of stewardship plan
- Ensure compliance with grant reporting requirements and deadlines

Development Manager...

- Ensure a productive working environment, providing staff support to Club management on fundraising issues.
- Attend various committee meetings, assist with mailings, write follow-up letters and manage donor data.
- Perform other related duties and responsibilities as required or as assigned by the Executive Director.

SKILLS/KNOWLEDGE REQUIRED

- Bachelor's degree from an accredited college or university, or equivalent experience
- A minimum of two years work experience in a Boys & Girls Club or similar nonprofit with an emphasis on fundraising, marketing, management, budgeting, community and public relations
- Excellent organizational skills and the ability to accomplish multiple tasks under strict deadlines.
- Ability to utilize various fundraising techniques to identify, solicit and steward gifts from various donor sources.
- Excellent verbal and written communication skills coupled with strong interpersonal skills
- High standards of ethics and integrity
- Intermediate ability with Microsoft Office, research and spreadsheet skills
- Knowledge of accounting principles as they relate to fundraising

PHYSICAL AND MENTAL REQUIREMENTS

High energy, motivation, confidence, and creativity; ability to work for prolonged periods at high levels of activity, managing multiple tasks with varying deadlines; ability to exchange ideas and facts clearly and concisely, both verbally and in writing. Must be able to remain focused on goals, objectives, and deadlines without direct supervision. Must have good reasoning abilities and sound judgment. Physical requirements include sight, hearing, sitting for 4 plus hours per day. Requires driving a motor vehicle.

Email resume to: mbrackin@bgcng.org