

## **The Boys & Girls Clubs of Capistrano Valley**

Position: Vice President, Resource Development

### **Position Description**

Work with the Executive Director to plan the annual budget and implement resource development strategies to meet and exceed budget goals. Participate actively in the development and implementation of a resource development plan with the Executive Director and senior management staff. Develop strategic partnerships and collaborations with corporation and business in local area. Establish and maintain appropriate communications between Board of Directors, volunteers and staff members. Provide leadership to the Board of Directors Resource Development committee. Prepare financial reports, including projected time lines for incremental receipt of revenues. Coordinate appeal letters, thank you letters and agency information correspondence to donors and supporters. Prepare public relations and marketing materials for the public and the media. Identify and cultivate large individual donors and direct their solicitations. Direct efforts to design a program to identify, cultivate and solicit gifts from major individual, corporate and foundation prospects. Selects grant proposals and manages grant submission and reporting processes. Plan, coordinate and supervise all fundraising events. Plan solicitation strategies with the Executive Director to meet budgeted annual giving targets. Develop and supervise donor recognition strategies and events. Create annual report.

### **Qualifications**

- Bachelor's degree from an accredited college or university preferred.
- A minimum of five years' work experience in non-profit agency operations, specifically in the fund-raising field with experience in direct mail solicitations, marketing of programs and events, grant writing and foundation relations.
- Public relations and marketing expertise.
- Proven ability to raise substantial sums of money and meet financial targets.
- Significant event planning experience.
- Demonstrated ability to manage budgets and control fundraising expenses.
- Knowledge of the mission objectives, policies, programs and procedures and of the principles and practices of non-profit organizations, youth development services preferred.
- Excellent verbal and written communication skills.
- Experience with donor management software, Raiser's Edge preferred.

The Boys & Girls Clubs of Capistrano Valley is an EEO employer. They also operate the Aliso Viejo Branch at Iglesia Park and receive funding for that program from the City.

Please send your resume to [lwatson@bgccapo.com](mailto:lwatson@bgccapo.com). No phone calls, please!