



## POSITION DESCRIPTION

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<b>TITLE:</b>	Associate Development Director
<b>PROFILE SOURCE:</b>	Administrative / Development Professional
<b>DEPARTMENT:</b>	Resource Development
<b>REPORTS TO:</b>	VP of Resource Development
<b>STATUS:</b>	Exempt

### **Boys & Girls Clubs of Central Texas:**

The mission of the Boys & Girls Clubs of Central Texas (BGCTX) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. We are committed to providing a safe place for youth to learn and grow, offer on-going relationship with caring, adult professionals and engage in life-enhancing programs and character development experiences. BGCTX proudly serves 18,000 youth annually and an average of 2,900 youth per day in 29 Club sites throughout the region. The BGCTX Family of Clubs include: Boys & Girls Club of Lampasas, Boys & Girls Club of Gatesville, Boys & Girls Clubs of Copperas Cove, Boys & Girls Club of East Williamson County, Boys & Girls Club of Georgetown, Boys & Girls Club of Falls County, Boys & Girls Clubs of Waco, and Clements Boys & Girls Clubs. Our vision is to provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

### **JOB SUMMARY**

Boys and Girls Clubs of Central Texas has a unique operating model that includes providing administrative and development guidance to the eight individual 501(c)(3) organizations (“Community Clubs”) that comprise the BGCTX family. This position is key to fulfilling the strategic funding needs at multiple club sites by partnering with youth development professionals, board members, volunteers, and other stakeholders across multiple locations to do so efficiently and effectively.

The Associate Director of Development works with the Vice President of Resource Development, CEO, and Boards of Directors to plan and execute resource development strategies and monitor progress against goals; supports CEO and VP to cultivate and solicit major gifts and grants for individuals, corporations, foundations, and government agencies.

Primary functions also include directing the identification, research, cultivation and solicitation of major gift individual prospects and donors. Prepare correspondence, proposals, and reports. Conduct face-to-face solicitations, involving Club executives and key volunteers, as appropriate. Supports and approves all special event fundraising activities for organization. This position also manages the annual appeal and data integrity.

### **JOB DESCRIPTION**

- Work with the VP of Resource Development to plan BGCTX Community Club RD plans and implement resource development strategies to meet and exceed established revenue goals.
- Track and maintain goals for multiple club sites.
- Establish and maintain appropriate communications between Board of Directors, volunteers and, staff members.
- Provide support to Boards of Directors and Resource Development committees for each BGCTX Community Club.
- 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.
- Identify and cultivate 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.
- Plan, coordinate and supervise selected fundraising events.

### **BOYS & GIRLS CLUBS OF CENTRAL TEXAS**

*Copperas Cove - Falls County - Gatesville - Georgetown - Harker Heights - Killeen - Lampasas - Nolanville - Waco*

Central Texas Administrative Office - 304 West Avenue B, Killeen, Texas, 76541

[WWW.BGCTX.ORG](http://WWW.BGCTX.ORG) : 254.699.5808

- Create and execute annual fund appeals.
- Develop and supervise donor recognition strategies and events.
- Other duties as assigned.



**RELATIONSHIPS**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club Members. Maintain contact with Board of Directors, Advisory Board members and specifically volunteers associated with fundraising events.

**External:** Maintain potential and current donors, corporate and businesses partners, public relations and marketing professionals and community groups.

**Please note:** The unique nature of this position requires relationships beyond those with external constituents and colleagues at BGGTX. Because BGCTX is a provider of service to its eight affiliates, this position will easily interface with staff, donors, and volunteers throughout the organization. The position requires a high standard of professionalism, the ability to maintain confidentiality, anticipate needs, create relationships, and identify efficiencies throughout the organization.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelors Degree from an accredited college or university, or a combination of education and experience.
- A minimum of three years work experience in relevant financial development and communications activities and a proven track record of accomplishment in this area
- Strong oral and written communication skills.
- Excellent interpersonal skills and the ability to work well with all types of people.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.
- Knowledge of accessing and utilizing donor data base.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Ability to lift up to 40 lbs.
- Ability to sit for extended periods of time
- Exposure to outdoor weather conditions

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees assigned to this job.

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**EMPLOYEE SIGNATURE**

**DATE**

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OF CENTRAL TEXAS**

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**CEO**

**DATE**

**DATE**

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