

Boys & Girls Clubs of St. Charles County

DIRECTOR OF DONOR RELATIONS

Boys & Girls Clubs mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As a powerful testament, an astounding 54% of national Club alumni have expressed that the Club has had a life-altering impact on them. You will be responsible for helping to bring this mission to life in this community by identifying and leading the organization's priorities and strategies around increasing funds raised.

The Director of Donor Relations serves in a key leadership position and is responsible for the fundraising and marketing needs of the organization, which includes donor engagement, cultivation and solicitation of annual, major, and planned gifts, planning and conducting community outreach and special events, and implementing marketing efforts to achieve results. The Director, reporting to the CEO and supervising the Development & Outreach Coordinator, Grants Associate, and Communications & Marketing Coordinator, is responsible for providing strategy and direction to staff and the Board of Directors, as needed, in their roles supporting resource development, fundraising, communications, and marketing efforts. This is a full-time, in-person, position based at the Administrative Office of Boys & Girls Clubs of St. Charles County.

Essential Duties and Responsibilities:

- Lead organizational fundraising strategy by designing, overseeing, and executing a comprehensive fundraising program, including donor engagement, community outreach, annual giving, major gifts, corporate partnerships, grants, special events, and special campaigns.
- Drive donor engagement by developing strategies for identification, cultivation, solicitation, and stewardship across individual, major, principal, and planned giving.
- Cultivate and solicit gifts through meaningful, face-to-face engagement that connects donor passion with the mission of the Clubs.
- Expand the donor base by identifying and engaging new prospects while deepening relationships with current supporters in partnership with others across the organization.
- Partner with the Board of Directors, **Resource Development Committee**, volunteers, and event committees to inspire deeper involvement in fundraising and advocacy.
- Establish and track clear fundraising metrics, including building and monitoring budgets, analyzing trends, and sharing results to inform strategy and demonstrate impact.
- Inspire, supervise, and mentor the fundraising and communications team, including fostering a culture of collaboration, innovation, and accountability.
- Design and execute donor engagement opportunities, from intimate events, such as lunch or dinner meetings, to large-scale gatherings, including golf tournaments and galas.
- Maintain oversight of CRM to include documentation, tracking, mailings, and targeted outreach to ensure proper information is captured, and donor communication occurs in a timely manner.

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- Drive the development and execution of comprehensive communications and marketing strategies to ensure consistency, increase awareness, and brand recognition, including direction and oversight of online platforms, such as websites and social media.
- Support the CEO in managing their donor relationships and maximizing their impact in fundraising efforts.
- Serve as a Club Ambassador at external events and community functions, embodying the organization's mission, values, and impact in the community.
- Work in collaboration with the finance team to monitor the organization's budget, controlling expenditures, maintain security and quality controls, and oversee donor and financial records in accordance with standards; assist with internal and external audits.

Qualifications

- Bachelor's degree and previous experience in nonprofit fundraising required
- Advanced degree and/or certifications preferred
- Knowledge and expertise in CRM database systems (Virtuous CRM preferred)
- Experience with tax credit programs (i.e., YOP, NAP)
- Demonstrated ability to set clear priorities, create stakeholder buy in, delegate, drive progress, and monitor performance
- Inspiring management style, with experience leading leaders and willingness to devote time to coach and develop colleagues to help them prioritize workflow and to hold them accountable for measurable results
- Ability to work some nights and weekends and to work remotely as needed
- Outstanding verbal and written communication and presentation skills with demonstrated success as an outgoing spokesperson
- Demonstrated skills and competency in the following areas preferred: the mission, objectives, policies, programs, and procedures of Boys & Girls Clubs of America

SALARY RANGE: \$65,000-72,000 annual salary

BENEFITS: Insurance, PTO, sick leave, pension plan

To apply:

Send cover letter, resume, and three (3) references) to: smyers@bgcstc.org with the subject line, "Director of Donor Relations."

The information presented indicates the general nature/level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

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Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.