

7/19/2011

Bo's Place
Job Description

DEVELOPMENT DIRECTOR

Reports to: Executive Director
Hours: Full time

JOB SUMMARY

In collaboration with the Executive Director, the Development Director is responsible for coordination and implementation of all Bo's Place fundraising efforts and for obtaining the necessary resources to operate Bo's Place including funds, in-kind goods and services and other gifts. The Development Director is responsible for establishing and implementing an effective and comprehensive development plan, driven by the mission, vision, goals and objectives of Bo's Place as adopted by the Board of Directors.

PRIMARY RESPONSIBILITIES

- Develop and implement a comprehensive funding plan with diversified sources of revenue that meets annual revenue projections and budgetary needs.
- Ensure staff, volunteers and vendors perform development duties and responsibilities pursuant to the by-laws and approved policies of Bo's Place and applicable federal and state laws.
- Supervise and evaluate development staff and contract development support hired by Bo's Place.
- Build relationships with foundations, corporations, organizations and individuals including solicitation, proposal writing, reporting and stewardship.
- Cultivate a dynamic relationship with donors, board of directors and volunteers.
- Take responsibility for and manage grant calendar and the timely submission of grant requests and reports.
- Write and prepare all proposals, grant requests, direct mail solicitations, and underwriting letters.
- Serve as lead staff for the development, promotion and execution of all special and third party events including, but not limited to, Hearts of Hope Luncheon, Girls' and Guys' Night Out, Houston Marathon.
- Develop and implement strategies to identify new prospect opportunities as well as enhance current giving.
- Function as the staff liaison to the Development Committee.
- Provide all required management reports.
- Engage program staff to provide program stories that capture the impact Bo's Place programs on children and families served and to share the work of Bo's Place with key donors.
- Ensure acknowledgement of all gifts in a timely manner.

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- Manage a comprehensive donor database system that ensures accurate recording of gifts and relationships, prompts routine donor contact, tracks donor recognition activity, and is regularly updated with research and new information and that ensures the confidentiality and privacy of donors.
- Develop marketing materials including newsletters, brochures, annual reports, press releases and promotional materials.
- Maintain up-to-date development files on foundations, corporations, organizations, and individuals and files/notebooks with appropriate event materials and correspondence.
- Represent Bo's Place at appropriate community events.
- Responsible for donor and public relations site visits and meetings.
- Other responsibilities as requested by Executive Director.

QUALIFICATIONS

- Bachelor's degree.
- Minimum of five years experience in progressively more responsible positions in non-profit fundraising, including grant-writing, annual giving and special events.
- Exceptional skill in Microsoft programs and Internet research.
- Experience using donor database software and willingness to learn DonorPerfect (system used by Bo's Place).
- Media sophistication in online news and social networking.
- Strong organizational, management, and administrative skills with the ability to multi-task and problem solve.
- Requires sound understanding of financial reports and budgeting.
- Requires a self-motivated, creative, highly organized individual with an outgoing personality and superior oral and written skills.
- Results-driven; excellent time and project management skills.
- Strong team orientation, with ability to provide and accept feedback and to work collaboratively.
- Integrity, warmth, positive outlook, compassion and a good sense of humor.

GENERAL INFORMATION

A full time position of 40 hours per week with additional evening and weekend hours as necessary to accomplish fundraising and special event objectives. The Development Director must maintain a professional appearance and be able to work well with the members of the Board of Directors, volunteers, other staff, and the community.

Please send resume to info@bosplace.org.