



Advancement Director

Department: Development
FSLA Status: Exempt

Job Status: Full-time
Reports to: Executive Director

ABOUT BO'S PLACE

Bo's Place is a nonprofit bereavement center offering grief support services to children, families, and adults. Founded in 1990, Bo's Place provides support groups, information, referrals, community outreach, and education to meet the needs of those who are grieving. We believe that sharing experiences with others in grief helps individuals move towards hope and healing. Bo's Place mission is to enhance the lives of those who have experienced the death of a loved one.

POSITION SUMMARY

In collaboration with the Executive Director, the Advancement Director's primary goal is to advance the mission of Bo's Place. The Advancement Director is responsible for the 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 Advancement 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.

RESPONSIBILITIES

Grants and Foundations:

- Build relationships with current foundations, organizations, and corporations and identify new relationship opportunities.
- Manage grant calendar and timely submission of requests and reports.
- Review grant applications and reports before submitting to Executive Director for final review/signature.
- Ensure yearly updates to Guidestar, Charity Navigator, DonorHouston, etc. profiles.

Strategic Leadership:

- Assist in the strategic planning of annual and long-term goals with the Leadership Team and Board of Directors.
- Identify opportunities for growth of Bo's Place reach and impact on the community.
- Participate in identifying strategic outreach planning and development.



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Gift Entry and Acknowledgement:

- Oversee management of donor database system including developing a system to properly track communications with donors, profile updates, gift and pledge entry process.
- Ensure timely acknowledgement of gifts.
- Maintain up-to-date development files on foundations, corporations, organizations, and individuals (notebooks or paperless filing system) with appropriate event materials and correspondence.

Marketing/Communications:

- Engage program staff to provide stories that capture the impact Bo's Place programs have on bereaved children and families to share the impact to key donors.
- Develop annual PR/marketing plan.
- Develop marketing and communications materials that include annual report, videos, newsletters, direct mail solicitations, press releases, web presence and promotional materials with the Communications Director.

Special Events:

- 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, Houston Marathon, and Hats, Hearts, & Horseshoes: A Kentucky Derby Affair.
- Work with event committee to implement the vision.
- Write and prepare all proposals, underwriting letters, event communications.
- Supervise or coordinate with Special Events Manager supervision of event vendors day of the event.
- Coordinate with Volunteer and Outreach coordinator to support events as needed.

General Fundraising:

- Represent Bo's Place at appropriate community events.
- Responsible for donor and public relations site visits and meetings.

Administrative Responsibilities:

- Supervise the Grants and Program Evaluation Manager, Special Events Manager, and Development Assistant.
- Staff liaison for monthly Development Committee meetings.



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- Attend and staff fundraising outreach events, community events, special events, as needed.
- Prepare, manage, and report on budgets vs outcomes for committees and board.
- Prepare department cash flow projections.
- Oversee timely collection of pledges and recommend write-offs pursuant to board write-off policy.
- Perform other duties as requested.

QUALIFICATIONS

Competencies:

- Responsible – Ability to be held accountable or answerable for one's conduct.
- Reliability – The trait of being dependable and trustworthy.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty/Integrity – Ability to be truthful and seen as credible in the workplace.
- Ethical – Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented – Ability to pay attention to the minute details of an event, a project or task.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Accuracy – Ability to perform work accurately and thoroughly.
- Accountability – Ability to accept responsibility and account for his/her actions.
- Team Builder – Ability to inspire a group of people to work toward a goal.

SKILLS & ABILITIES

Education:

Bachelor's degree (four-year college). Preferred Field of Study: Marketing, Communications, Non-Profit Administration or Business Administration

Experience:

7+ years of full-time professional and progressive experience in non-profit fundraising, special events planning and execution, grant writing and reporting, and development and execution of various campaign types. Familiarity with various marketing strategies preferred.



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Computer skills:

Proficiency with Microsoft Office Suite, specifically Microsoft Excel and Word. Donor database software, DonorPerfect preferred or willingness to learn.

Certifications & Licenses:

Certified Fundraising Executive certification recommended, but not required.

GENERAL INFORMATION

The Advancement 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 EMAIL RESUME TO: info@bosplace.org



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