



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

# CHIEF DEVELOPMENT OFFICER

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## ORGANIZATION DESCRIPTION

### SUPERVISOR

Brain Ace, CEO

### STATUS

Full-time, exempt

### STARTING SALARY RANGE

\$64,554 to \$93,580  
DOQ/DOE

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

## ABOUT THE AREA

Tri-Cities is a community of over 250,000 residents located in the Columbia Basin, less than 200 miles from the Metropolitan areas of Seattle and Portland. Tri-Cities is a growing and stable community with major industries of agriculture, science/technology, and healthcare. Schools are highly rated and it continues to be recognized as a great place to live, work, and raise a family. Our area enjoys 275+ days of sunshine annually, with less than 10 inches of rainfall. Outdoor enthusiasts will enjoy easy access to boating facilities, hiking trails and more.

## POSITION SUMMARY

The Chief Development Officer will provide clear coordination and leadership of all resource development functions. Development goals include increasing investment in Clubs through campaigns targeting individual donors, foundations, and corporations. Currently, the Club also has a focus on endowment growth, planned giving, as well as upcoming capital campaigns. In addition to overseeing 2-3 development staff members, the CDO also works collaboratively with a creative department to support special event, donor relations, and stewardship. The Boys & Girls Club is currently poised, following successful completion of a multi-year impact plan, to expand programs to serve more youth in our community.

A candidate for this position will be able to equip and empower team members to be successful in their jobs, while fostering a culture of collaboration and accountability. Strong interpersonal skills are critical to engaging donors and leading effective conversations around donor investment and Club mission.

## **QUALIFICATIONS**

- B.A. or B.S. in a field related to the mission of the organization is preferred. A combination of work experience and education may be considered.
- Demonstrated experience in leading people and teams to success by focusing on strategic objectives and maximizing the potential of key staff members.
- Previous Development experience is not required, but is preferred. Of critical importance is strong organizational experience, strategic planning, and effective employee and team leadership. Applicants with out-of-industry experience are encouraged to apply.
- Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.
- Strong computer skills required.
- Strong verbal and writing skills.
- Enthusiasm for mission and motivation to learn new skills on the job.
- Must be able to lift and move objects as heavy as 40 lbs.
- Covid-19 Vaccination or medical or religious exemption.

## **JOB FUNCTIONS**

- Develop and implement a comprehensive Resource Development Plan that meets or exceeds goals for the following: Individual Giving, Corporate Donations, Special Events, Planned Giving, Capital Fundraising, Direct Mail, and Major Gifts.
- Take a lead role in special events planning and implementation including; A Dinner with Friends, Eerkes Memorial Golf Tournament, Foundations for the Future Breakfast, Great Day for Kids and other initiatives.
- Work to solicit major gifts and planned gifts to assist in the growth of the organizational endowment.
- Develop and implement a system of donor development and management that includes: Prospect Research, Database Integrity, Acknowledgement, and Recognition.
- Ensure implementation of a Stewardship Plan that proactively engages community members to inspire support for the work and mission of Boys & Girls Club, as well as recognizes existing donors for their investment in Clubs.

- Create strategic alliances and partnerships with the business community to effectively support volunteerism and financial support of our work.
- Serve as staff liaison, along with the Executive Director, to all resource development committees/task forces.
- Develop and monitor the annual fundraising budget and goals to ensure 5% growth in revenue on an annual basis.
- Take a lead role in a volunteer engagement program including recruitment, onboarding, and recognition. Engage program staff to assess needs and evaluate volunteer effectiveness.
- Assist in other areas as needed.

#### APPLICATION PROCESS

Position inquiries via phone and e-mail are acceptable. Please submit a cover letter as well as a full resume and references to [brian.ace@greatclubs.org](mailto:brian.ace@greatclubs.org).

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*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

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