



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

DONOR RELATIONS DIRECTOR

SUPERVISOR

Elizabeth McLaughlin
Chief Development
Officer

STATUS

Full-time, exempt

STARTING SALARY RANGE

\$58,376.00-\$75,812.80
DOQ/DOE

BENEFITS

- Medical Insurance
- Dental/Vision Benefits
- Long Term Disability
- \$10,000 Term Life Insurance Policy
- 401(k) Contribution (pending eligibility requirements)
- Staff Childcare Discounts
- Paid Holidays

ORGANIZATION DESCRIPTION

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 Donor Relations Director will be responsible for cultivating, developing, and overseeing relationships with existing donors and new prospects, focusing on securing mid-range gifts from individuals and corporations throughout the Tri-Cities and Prosser. Under the supervision of the Chief Development Officer, this position will develop and execute strategic plans to enhance donor stewardship and create a pipeline for major gifts and annual gifts, as well as provide management for key philanthropic initiatives and activities. The Boys & Girls Club is currently poised, following successful completion of a Capital Campaign, to increase visibility and donor perception in our community. We value creative, self-motivated people who care deeply about empowering our local children and teens.

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 motivating staff and volunteers to achieve organizational goals.
- Development experience is not required, but is preferred.
- Demonstrated experience meeting fundraising or sales goals.
- 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.
- Ability to work a varied work schedule including some nights and weekends.
- Must be able to lift and move objects as heavy as 40 lbs.

JOB FUNCTIONS

- Develops and executes donor relations plan with existing and new donors for maximum gift solicitation, acquisition, engagement and cultivation and works in conjunction with the Resource Development (RD) and Senior Management Team to pursue leads for increased annual and major giving.
- Works in tandem with our Creative Team to implement fundraising marketing tactics and community outreach initiatives such as tours, donor immersion activities and participation in community activities.
- Continue to forge the strong alignment of RD with Program Staff, making sure that RD objectives are in accordance with the organizations programmatic objectives, initiatives, and goals.
- Develops and executes stewardship plans for donors at various recognition levels including major gifts and the gift club programs.
- Develops, manages and implements stewardship activities for donors, involving multiple parties, including leadership, board members, program staff and program participants.
- Responsible for participating in strategy and planning of RD marketing and public relations in conjunction with the Creative Team, CEO and CDO.
- Coordinates donor communication and is responsible for the Donor Experience Plan.
- Manages and implements planning for all direct mail and e-mail donor communications.

- Manages and implements online giving campaigns.
- Plans all donor recognition activities including receptions and dinners. Manages static donor recognition updates and improvements.
- Works with new and emerging markets to engage them in organization activities.
- Serve as staff liaison, along with the Chief Development Officer to accomplish organizational fundraising goals.
- Assists with the coordination of recognition and cultivation activities and events for major individuals and corporations.
- 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 liz.mclaughlin@greatclubs.org

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

GREAT FUTURES START HERE.