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 **Since 1948, Boys & Girls Haven has transformed the lives, hearts and minds of Kentucky’s most vulnerable youth and their families. Through a comprehensive continuum of care ranging from residential and in-home foster care, independent living programs, career and life skills training, and preventative community-based services, Boys & Girls Haven works to reduce disruption in children’s lives, to help heal the effects of abuse and neglect, and to promote well-being among families.**

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|  | Core Schedule:  Monday – Friday 8:30 AM – 5:00 PM; must have flexibility to work evenings and weekends to support goals of the department. |

**Role Summary**:   The Director of Development is responsible for the establishment and fulfillment of fund-raising objectives, the design and implementation of marketing, communications, public relations, media relations, and fundraising programs, and the coordination and integration of Boys & Girls Haven’s (BGH) efforts/activities in support of development goals.  S/he develops, maintains, and/or deepens relationships with individual, corporate, foundations and other public and private donors.  S/he performs in a leadership role in setting and achieving fundraising goals that support the mission of BGH through annual appeals, capital campaigns, grant writing, planned giving, special events, public relations, and other creative and effective methods. Coordinates activities with the CEO and Board to achieve the strategic development plan and supporting goals.

**Essential Functions**:

* Participate in the overall BGH strategic planning process to ensure goals, objectives and actions items are met.  Design and implementation of a comprehensive development program, and appropriate marketing and communication strategies.
* Aggressively develop, maintain and deepen relationships with donors, donor prospects and past donors, including individuals, corporations, foundations and other economically advantageous sources.
* Conduct high-level stewardship of key individual donors as well as foundations and corporate partners.
* Oversee all gift and grant solicitations for BGH, and – when appropriate – personally solicit donor prospects; direct and lead BGH staff and volunteer leadership in the fund solicitation process.
* Create and implement new development strategies such as:  attracting and engaging new, younger donors, planned giving, virtual events, corporate/business engagement, new regional market donor strategy, etc.
* Establish and implement strategy, structure and accountability procedures regarding all development functions, including (but not limited to): annual fund, restricted/unrestricted major gifts, planned giving, capital projects, endowment, donor recognition, stewardship and special projects.
* The Director of Development will work in conjunction with capital campaign consultants to maintain existing donor relationships and develop new donor relationships to meet the campaign fundraising goals..
* Must possess the ability to navigate technology, social media platforms, and virtual fund raising in the “new reality.”
* Familiarity with budgetary/fiscal management and the ability to adhere to the departmental budget and control expenses.
* Represent BGH in a professional manner at all times in accordance with the American Professional Fund Raising Code of Ethics as well as BGH Code of Ethics.
* Serve as primary staff liaison for all fund development and board committees, and work in conjunction with other committees that affect fund development.  Work collaboratively with governing board, advisory board, staff members and community partners to identify avenues of economic support for programs/projects.
* Motivate, coach, assist in the development of and lead Development staff, including developing annual performance plans with defined goals and measurements.
* Oversight of donor database to ensure accurate donor, prospecting, and event records, including strategies for maximization, analysis, and extraction of reports.
* Actively participate as a key member of our Leadership Team and attend weekly Directors’ meetings with the CEO.
* Represent BGH at all fundraising events and work toward the success of these events.
* Examine ways of promoting and marketing BGH programs to philanthropic supporters.
* Maintain up-to-date knowledge of the external environment as it relates to relevant non-profit, local, state and federal government, child placing/child advocacy and donor trends.
* Travel to donor and event locations; ability to drive a vehicle is essential.
* Availability to be reached by cell phone critical.

**Unplanned Activities**: At BGH, we value teamwork.  To meet departmental and organizational goals, the employee is expected to assist with activities that are not formal parts of the role’s essential functions.

**Qualifications**:

1. Education - Bachelors degree from an accredited university in business administration, marketing, planning, finance, public relations or other appropriate field.  Additional years of relevant work experience will be considered if a degree has not been acquired.

1. Experience/Credentials – Five to seven years of relevant experience developing and successfully implementing programs regarding annual giving, capital campaigns, foundation/corporate solicitations, deferred giving, communications, special events and grant writing/sourcing.  Demonstrated excellence in verbal and written communication skills; keen ability to persuade individuals to support BGH in activities relevant to fund raising and relationship building.  Strong collaborative skills are essential.  Possess high energy, self-motivation and moral character to support BGH’s mission, vision, values, policies and procedures. Exceptional organization skills.  Ability to work successfully as an individual contributor and a team player. Experience working with Blackbaud products (eTapestry, Raiser’s Edge, etc).

1. Other - Ability to meet people with ease and communicate with tact and diplomacy.  Connections with major local and regional foundations, businesses and other funding sources.  Ardent ability to function under the pressure of multiple work prioritizes and tight deadlines.  Knowledge of effective marketing strategies and techniques.  Must be well-versed in Microsoft office suite. Must be at least 21 years of age and legally able to work in U.S.  Valid driver’s license and insurability by BGH’s insurance carrier required.

Successful completion of background screening and pre-employment drug screen.  Successful negative, post-offer TB screening.

**Physical Demands**:  While performing the duties of this job, the employee is required to: stand, walk and sit; use hands to manually manipulate, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.  Ability to read, write and converse in English.

**Work Environment**:  While performing the duties of this job, the employee is exposed to a standard administrative office environment.  S/he will come into contact with BGH clients, staff members, Board members, volunteers and other members of the community.

The noise level in the work environment is usually moderate.

**General Acknowledgment**:

The employee is expected to adhere to and to act as a role model in the adherence to all BGH policies, procedures and performance expectations.

Employment at BGH is for no definite term and considered at-will, meaning that either the company or the employee may terminate the employment relationship at any time with or without cause or notice. This job description does not in any way constitute or imply a contract of employment.

**Salary Range**:

$70,000 - $80,000 / year

Apply on our website at: <https://boyshaven.applytojob.com/apply/>