



Director of Philanthropy

Reports to: Executive Director

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$100,000-\$120,000 based on experience

Job Type: Full-time, Non-exempt, 40 hours per week, hybrid

Overview/Position Summary

As the chief frontline fundraiser for the Boys and Girls Club of Greater Lowell, the Director of Philanthropy will identify, qualify, cultivate, solicit, and steward major donors of \$25K+. This heavily outward-facing role will help the Resource Development Director to develop ambitious yet reasonable revenue targets to support the ongoing operations and growth of the organization and be responsible for meeting or exceeding these targets. The Director of Philanthropy will work closely with the executive and senior leadership teams, board of directors, and philanthropic volunteers. The Director of Philanthropy is responsible for ensuring the agency's Development Department goals are met and that major gift revenue expands year over year.

Responsibilities:

Planning and Strategy

- Alongside the Resource Development Director and grant writers, establish the fundraising plan and metrics for the organization.
- Work with the Executive Director, Executive Leadership Team and Board of Directors to determine the mission, purpose, and priorities of the organization.
- Serve as a thought partner and strategist as a member of the Executive Leadership Team.
- Support and staff the Executive Director in donor strategy and moves management for their portfolio.
- Track new or changing industry trends to help inform fundraising practices at the Club.
- Collaborate with colleagues on high-level organizational communications and marketing strategy to ensure consistent, compelling branding and messaging. Determine how best to allocate this work.
- Provide strategy and oversight for government & foundation grant writers.
- Represent the Development team at board meetings.

Frontline Fundraising Responsibilities

- Manage a portfolio of 50-75 major individual, corporate, and foundation donors, moving donors through the pipeline and soliciting 5-7 figure donations. Part of this work will be to transition a significant portion of major donors from the Executive Director's portfolio.
- On an ongoing basis, identify, qualify, cultivate, solicit, and steward major donors, both individual and corporate, to ensure the Director of Philanthropy's portfolio remains robust.
- Utilize gift planning practices as needed to solicit meaningful gifts.
- Attend and network at community events and establish the Director of Philanthropy role as a recognized community leader in order to increase prospects' awareness of and access to the Club.
- It is expected that the Director of Philanthropy will spend more than 50% of their time working directly with prospects and donors and associated strategies/moves.

Supervision

- Supervise the Resource Development Director and work closely with this role in ensuring the team is operating effectively and with the resources they need.
- Assign and oversee the grants process with the contracted grant writers and supervise Development team deliverables.
- Stay closely apprised of the team's fundraising progress, process, and metrics, supporting the Resource Development Director in managing these elements.
- Assign prospects and donors to the Executive Director or Resource Development Director's portfolios as needed.
- Remain available to Development staff members and program staff members as needed to offer guidance and support as needed.

Skills and experience relevant to this position:

- 5-7+ years of major gift fundraising experience.
- 2+ years as a supervisor preferred.
- Extensive knowledge of fundraising strategies and principles.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Attention to detail, willingness to learn, and strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to develop and manage budgets and prepare financial reports.
- Ability to lead teams of staff and volunteers.
- Strong communication skills to articulate needs and to provide reports against progress.
- Experience with Community Centric Fundraising.
- Understanding of IRS charitable giving rules and regulations.

Metrics:

- Increase the number of new major donors
- Increase the amount raised from new and existing major donors
- At least 50% of time spent communicating and meeting with prospective and existing donors; community event attendance/networking; and establishing this role as a community leader
- Meet the team's goals and objectives
- Positive, productive support of the Resource Development Director and, by extension, the entire team

Qualifications:

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Must follow AFP ethical guidelines.
- Computer literacy in donor prospecting, database management and communication software is required.
- Education: Bachelor's degree from an accredited college or university and/or equivalent prior experience.
- Previous Experience - At least 5 years of nonprofit development/leadership experience, with significant major gift fundraising experience.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.

Benefits:

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development - for a full list of benefits, please see our website (lbgc.org).
- Flexible work schedule and work-from-home opportunities are available.
- Values and mission-driven organization.
- Interaction with a positive, community-minded team, along with amazing young people.

Our Hiring Process and Timeline

Please submit your resume to Mai Nguyen, Executive Project Manager, at mai.nguyen@lbgc.org.

We will review the applications on a rolling basis until the position is filled.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.