



Big Brothers Big Sisters of Central Iowa

Big Brothers Big Sisters of Central Iowa Development Director

The position of **Development Director** is responsible for the management and goal achievement of the Resource Development Team. The Development Director functions as one of the agency's primary gift fundraisers. The position drives the strategy for creating a comprehensive and integrated path for acquiring and cultivating donors at every level. Responsibilities lie in identifying, soliciting, cultivating, and thanking individual and corporate donors. This position is also responsible for planning and executing the Match Makers monthly giving program, and supports the Resource Development Committee.

Reports to: Chief Executive Officer (CEO)

Essential Duties/Responsibilities (Required duties include, but are not limited to the following)

- Manage portfolio of individual and corporate donors, utilizing stewardship to build upon previous gifts as well as cultivating new relationships.
- Meet yearly with all previous fiscal year's donors to thank them for their contribution, cultivate the relationship, and continue to connect them to BBBSCI.
- Alongside the CEO, solicit major gifts and assist with the endowment as requested.
- Build upon and sustain a monthly-giving program called Match Makers.
- Create and manage an annual appeal to secure individual support.
- Work with the CEO to develop an annual budget and strategic planning of fundraising.
- Assist Event Coordinator with annual fundraising events.
- Attend Board meetings as requested.
- All other duties as assigned.

Community Outreach

- Attend networking events in the community.
- Outreach through public speaking at corporate and community events.

Management of the Resource Development Team

- Lead and manage the team including an Events Coordinator, Grants Manager, and intern(s).
- Identify goals and strategies for each team member.
- Provide team members with all information, tools, training and guidance needed to successfully carry out their assigned duties and meet monthly goals.

Skills and Knowledge

- Ability to be a team member while performing some duties as an individual.
- Excellent oral and written skills.
- Flexible working schedule.
- Self-starter.
- Superb organizational and time management skills.

Qualifications

1. Bachelor's degree from an accredited university, preferably in nonprofit management, Marketing, Communications, Public Relations.
2. Proven track record in soliciting, acquiring, and managing major gifts.
3. 4-5 years of experience in Fund Development for non-profits and/or foundations.
4. Pass Department of Criminal Investigation, Department of Transportation and Child Abuse Registry background checks.
5. Possess a valid US driver's license and willingness to travel.
6. Demonstrated team player with strong collaboration and conflict resolution skills.
7. Skilled in MS Office Suite (WORD, Excel, PowerPoint), Internet proficient and capable of learning proprietary databases.
8. Basic knowledge of Adobe Creative Suite-InDesign, Illustrator, Photoshop and Acrobat Professional would be ideal.
9. Ability to prioritize and handle multiple projects, work under pressure, meet deadlines, problem solve and work independently.
10. Ideal candidate will be an enthusiastic champion for Big Brothers Big Sisters of Central Iowa's mission.

Please submit cover letter and resume to Tony Leo at tleo@bbbsia.org.