



Development Director Job Description

Our Work

The Club for Boys is a nonprofit organization in Rapid City offering a quality afterschool and summer program for boys. The annual membership is about 1200 boys, ages 6-17; 76% of the boys live in households that meet USDA poverty guidelines for free and reduced-fee meals and 55% of the boys are members of a minority group.

Mission: The Club for Boys is dedicated to providing positive experiences that develop self-esteem and character in a caring, safe and fun environment for all boys.

Vision: By striving to fulfill its mission on a daily basis, the Club for Boys is committed to meeting its vision of helping all boys meet their needs today so they can fulfill their potential tomorrow.

Job Summary

The Director of Development is responsible for overseeing all fundraising activities within the organization, developing and implementing strategic fundraising plans, identifying and cultivating potential and existing donors and leading the development team to achieve fundraising goals. S/he reports directly to the Executive Director and supervises two development staff.

Essential Responsibilities

- Develop, implement and monitor progress toward annual fundraising goals and develop a strategic fundraising plan.
- Cultivate relationships with current and prospective funders and supporters, especially individual donors. Develop extensive donor relations.
- Develop, implement and track fundraising activities including major giving, capital campaigns, direct mail appeals, corporate partnership initiatives and others as necessary.
- Work with the Board of Directors on development-related projects.
- Prepare annual budgets for development and submit monthly reports to the Board of Directors. Participate in Board Finance Committee and Board of Director meetings as needed.
- Oversee and manage donor database.
- Identify potential donors through research and data analysis.
- Oversee the Christmas family program, coordinating with the marketing director and club director
- Attend social functions & other community events to increase the profile of the Club for Boys with the greater community.
- Must be able to excel in a team environment and support the mission of the agency in a variety of roles.
- Supervise the volunteer/special events coordinator and the development consultant.
- Work with the marketing director to develop effective communication strategies.
- Other duties as may be assigned.

Qualifications

- Bachelor's degree required.
- Possess sound judgment, ability to tell a story, professionalism, creativity, problem-solving skills and an appreciation of children & families.
- Minimum of five years' experience in nonprofit fundraising with a proven track record of raising funds from individuals and companies.
- CFRE credentials are a plus; willingness to get this credential is desired.
- Experience in donor cultivation & relations.
- Knowledge of and connections to the community.
- Strong written and verbal communication skills.
- Strong interpersonal skills.
- Proficiency in Microsoft Office and donor tracking systems.
- Car insurance

The Club for Boys is an equal opportunity employer.

The salary range for this job is \$60,000-\$70,000 but this is negotiable. The Club for Boys also offers health insurance and retirement benefits.

Interested applicants should submit cover letter and resume to:

Doug Herrmann, Executive Director: dough@theclubforboys.org

The Club For Boys

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