



**BOYS & GIRLS CLUBS  
OF WHITTIER**

**POSITION TITLE:** DIRECTOR OF ADVANCEMENT AND PHILANTHROPY  
**PERFORMANCE PROFILE:** Administrative  
**REPORTS TO:** CEO  
**FLSA CLASSIFICATION:** Full Time/ Salary/ Exempt  
**PAY RATE:** \$95K - \$105K  
**JOB POSTING TIMELINE:** Email your resume to [hr@bgcw.org](mailto:hr@bgcw.org); position open until filled

**PRIMARY FUNCTION**

We are excited to be seeking a dedicated and experienced Director of Advancement and Philanthropy to join our team. The Director of Advancement and Philanthropy works with the Chief Executive Officer and our Board of Directors to plan and execute resource development strategies and monitor progress toward goals. This individual supports the CEO in the solicitation and cultivating of major gifts and grants from individuals, corporations, foundations, government agencies, and other entities and is responsible for providing leadership and direction to staff, as needed, in their role of supporting the resource development and marketing efforts. We are looking for a Development professional who can provide leadership and make a significant impact within a large, fast-growing organization.

**KEY RESPONSIBILITIES**

**Leadership:**

- Provide leadership and direction to the CEO and Board of Directors in the effective operation of all development activities required to fund Club operations and deliver programs within the community.

**Strategic Planning:**

- In collaboration with the CEO and the Board, develop and implement a strategic plan for single and multi-year resource development efforts:
  - Researches and analyzes agency, corporate, individual, and foundation donor base and recommended solicitation strategies.
  - Prepares and presents approval proposals for corporate and foundation support of the Club, using current cultivation and solicitation materials.
  - Oversees planning of logistics for special events, including obtaining sponsorships and solicitation of gifts and preparing related printed materials and publications.
  - Designs and implements direct mail programs.
  - Develop and execute fundraising campaigns and appeals to maximize annual giving
  - Provides support for the various fund-raising projects and initiatives assigned by CEO such as endowments, major gifts, and planned giving.
  - Ensure the evaluation of development activities and identify opportunities to improve results.
  - Coordinate with other departments to ensure a cohesive approach to donor engagement

**Board Development:**

- Identify, recruit, and train Board members to participate in solicitation and other income development activities.
- Encourage and support Board committees responsible for planning and implementing development activities.

**Resource Management:**

- Participate in the development, implementation, and monitoring of the Club's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards
- Collaborate with legal and financial advisors to facilitate planned gifts, such as bequests, charitable trusts, and gift annuities
- Provide regular reports on fundraising progress, donor engagement activities, and planned giving efforts to the CE
- Ensure productive and effective performance by all Development staff

**Partnership Development:**

- Develop strategic alliances with community, state, & national leaders, and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders, and community organizations.

**Marketing and Public Relations:**

- Increase visibility of Club development activities.
- Maintain good public relations with local media contacts, members, families, alumni, community leaders and corporate representatives.
- Performance of other duties as assigned. You must be flexible as determined by the needs of the program.

**BENEFITS OFFERED:**

- Health Insurance
- Life Insurance
- Discounted visual and dental insurance
- 10 paid holidays
- 10 paid sick days
- Pension matching after 1 year

**REQUIREMENTS:**

- Bachelor's degree in Education, Communication, Marketing, or any other related field or professional experience recommended (Master's degree preferred).
- 3-5 years of work experience in non-profit agency operations, specifically in the fundraising field, sales/marketing, or equivalent experience.
- Extensive knowledge of fundraising techniques and sources of funding for non-profit agencies and organizations, with a track record of not only elevating financial resources but also driving substantial growth in funding to propel our mission forward.
- A proven track record of cultivating meaningful relationships with donors, stakeholders, and partners, driven by a deep commitment to advancing our mission.
- Possesses exceptional communication and interpersonal skills, working collaboratively and strategically to achieve fundraising objectives effectively.

**HIRING REQUIREMENTS**

- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Valid Driver's License & Clean Driving Record
- CPR and First Aid certification
- Sexual Harassment & Mandated Reporter training (provided after hire)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

It is the policy of Boys & Girls Clubs of Whittier to consider all applicants and employees for their ability to perform their job without regard to their disabilities as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 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.

**EQUAL OPPORTUNITY:**

It is our policy to base all employment decisions without regard or consideration for any individual's race, color, religion, sex, age, national origin, ancestry, citizenship, handicap, marital status, or medical condition unless required by legislation or business necessity. The Boys & Girls Club of Whittier believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the responsibility of every manager and employee to ensure that discrimination does not occur in the workplace.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**MISSION**

The mission of the Boys & Girls Club of Whittier is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.