



**Position Title:** Director of Resource Development  
**Reports To:** Chief Executive Officer (CEO)  
**Status:** Exempt/Full-Time  
**Location:** Boys & Girls Club of New Rochelle, New York

**Boys & Girls Club of New Rochelle Mission:**

*To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.*

**Boys & Girls of New Rochelle Organization**

Boys & Girls Club of New Rochelle (BGCNR) serves youth ages 6 to 18, Monday through Friday, after and before school including weekend activities and during the summer. The BGCNR promotes the physical, mental, moral, and social well-being of the boys and girls of New Rochelle and surrounding areas by providing educational support, enrichment, and recreation to achieve such ends.

Founded in 1929 following the stock market crash, the BGCNR has served thousands of kids from all races, ethnicities, and creeds in its 93 years in operations while developing engaged, successful adults and community-minded citizens. Many members have volunteered and served on the Board of Directors. In 2020, the BGCNR operated 15 Club sites in Westchester County, serving 3,500 youth with 125 adult staff and over 290 volunteers.

**Position Summary**

Reporting to the CEO, and in collaboration with the Board of Directors and BGCNR Management Team, this position is responsible for fundraising and development activities to build visibility, impact, and financial resources through cultivation and solicitation of major gifts and grants from individuals, corporations, local businesses, foundations, government agencies, special events, and others. In collaboration with CEO and Board provide a resource development plan and direction to BGCNR staff to increase engagement and support resource development, funding, marketing, and communications/PR efforts. Responsible for developing and executing resource development strategies and monitoring progress towards overall goals.

**Key Position Responsibilities**

- Partner with CEO to foster a culture of philanthropy within the organization and with the Board.
- Ensure that philanthropy and fund development are carried out aligned with the organization's values, vision, and plans.
- Keep informed of developments in philanthropy and fund development in nonprofit sector informing the CEO, Board Resource Development Committee and senior management staff on current trends.
- In partnership with CEO, Director of Operations, and senior management staff design, write and pitch programs and services to identify, cultivate and solicit gifts from major individuals, corporate, government funding and foundation prospects.
- Re-engage, develop, cultivate strategic partnerships with corporations and businesses in local areas.
- Participate with the Capital Campaign Committee members with carrying out activities around stewardship, cultivation and solicitation during the planning and implementation of the Capital Campaign.
- Plan, coordinate, supervise fundraising events in collaboration with CEO and senior management staff.
- Re-engage, develop, maintain, increase donor database to promote major cultivation and solicitation.



- Develop and supervise donor recognition strategies and events.
- Coordinate appeal and thank-you letters, agency information correspondence to donors and supporters.
- Design educational programs in fund development for Board, staff, and volunteers; participates as teacher and facilitator.
- Partner with marketing to create marketing materials for the public and the media.
- Work with the CEO, Director of Finance and Board Finance Committee to plan the annual budget and implement resource development strategies and tactics to meet and exceed budget goals.
- Partner with the CEO and Board Resource Development Committee in the development and implementation of a resource development plan collaborating with senior management staff.
- Plan solicitation strategies to meet budgeted annual giving targets.
- Work with CEO and Director of Finance to prepare financial reports; projected timelines receipt of revenues.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors. Compliance with code of ethical principals and standards of professional conduct for fundraising executives.
- Work with CEO, Directors of Finance and Operations on establishing performance metrics/KPIs tracking and monitoring results to evaluate the effectiveness of the organization's fund development goals.
- Perform other duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Bachelor's degree required from an accredited college or university.
- Knowledge of major donors, corporations, businesses in New Rochelle and surrounding areas.
- Minimum of 3-5 years of professional fundraising experience and proven experience managing a complex fundraising program in an organization with a reputation for quality with positive outcomes in youth development highly desirable.
- Demonstrated track record in implementing successful corporate, foundation, and individual giving, endowment campaigns.
- A catalyst with vision who can create excitement and energy around Boys & Girls Clubs programs and services encouraging others to support the organization.
- A strategist who is adept at planning, prioritizing, multi-tasking, organization and following through while remaining highly energetic and focused.
- Demonstrated experience in managing people and budgets; ability to work in a hands-on environment.
- Transparent, self-motivated, and diplomatic sharing information readily, listening as well as giving advice and respecting the abilities of others.
- A team builder with strong skills in management and leadership.
- Highly entrepreneurial, resourceful, and flexible.
- Experience with developing and maintaining productive working relationships with board members, donors, and the community.
- Demonstrated experience and confidence in asking people to contribute time and money.
- Excellent verbal, presentation, and written communications skills.
- Proficient in MS Office Suite including Word, Excel, PowerPoint, and Outlook and nonprofits software, Network for Good highly desirable.
- Ability to pass background screenings including a criminal background screening.
- Valid driver's license and clean driving record required.

**Compensation and benefits commensurate with education and experience starting at \$80K+bonus**

**A resume and cover letter should be sent to Becky Mazzanobile to ensure full consideration**

**Becky Mazzanobile, (Cell) 917-501-6805, [bmazzanobile@bgcncr.org](mailto:bmazzanobile@bgcncr.org) [www.bgcncr.org](http://www.bgcncr.org)**