



Director of Development

Big Brothers Big Sisters of Westchester County, Inc.

Summary

Exciting opportunity to build a development department from the ground up in a new structure for BBBS of Westchester County. With support from the Board and Executive Director, the Director of Development will spearhead development and fundraising efforts of BBBS as it continues to grow and serve more children. A new position in the organization, the Director of Development will report to the CEO and will have the opportunity to be involved in serving the disadvantaged children of Westchester and Putnam Counties through fundraising growth.

Responsibilities

- Secure financial support from individuals, foundations and corporations
- Manage all aspects of Bloomerang fundraising software
- Develop and maintain ongoing relationships with lapsed donors and new major donors
- Collaborating with the CEO and Board Finance Committee, develop and execute the BBBS annual fundraising plan
- Create a strategic revenue growth plan focusing on lapsed donors, new prospects, foundation/corporate/institutional partner and new assets/initiatives while seeking and developing opportunities
- Overseeing organization of special events in conjunction with agency staff
- Oversee the design, creation and production of all collateral associated with development efforts
- Develop and track proposals and reports for all foundation and corporate fundraising
- Oversee creation of social media content
- Partner with CEO to oversee grant writing consultant



Qualifications

- BS (required), MBA/Masters a plus
- Minimum of 5 years of development experience including demonstrated success in individual giving and special events fundraising and management
- Demonstrated excellence in organizational, managerial, and communication skills with the ability to prioritize and manage multiple projects and deadlines
- Knowledge of Bloomerang or similar CRM software
- Hands on experience in all aspects of donor management including, but not limited to, prospect identification, cultivation, solicitation, and stewardship
- Proven track record identifying and engaging new communities of prospective donors
- Familiarity with Westchester County preferred
- Exposure to grant writing a plus

Salary range \$90,000 - \$100,000, commensurate with experience

Contact:

Valerie Brown, Executive Director

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