



## Job Description

**Position Title:** Chief Development Officer

**Department:** Administrative

**Reports to:** Chief Executive Officer

**Posting Date:** 7/20/2023

**Closing Date:** Open until Filled

**Status:** Full-Time Exempt

**Days:** Monday- Friday plus occasional Saturdays

**Salary:** 100,000-\$130,000. Annual - D.O.E

**Benefits:** Medical, Dental, Vision, Life  
(1st of the month following probation period.)

**PRIMARY FUNCTION:** Directly responsible for successfully creating, leading and implementing the development, Management and execution of an integrated resource development strategy and marketing efforts for the United Boys & Girls Clubs of Santa Barbara County.

### Job Summary:

- Advances key partnerships and growth Opportunities that help achieve the strategic plan.
- Serve as an ambassador and spokesperson for the organization and articulates our mission to external constituents
- Lead the creation and growth of a new framework for individual giving with estate planning, sustainers and bequests
- Addresses special projects or Initiatives as directed by the CEO or Board of Directors, Such as but not limited to facilities, planned giving and organizational growth.
- Oversees the execution with the marketing and strategic marketing plan for the Club, This would include key community partnerships, relationships with the media, sponsorships, Club newsletters, publications, press releases, and websites designed to positively promote and market the Club to the community.
- Oversees the development and execution of face-to-face donor visits and annual campaign efforts for the United Boys & Girls Clubs of Santa Barbara County with existing donors, donor prospects, private foundations, and other fund sources to achieve the goals of the organization.
- Ensures and oversees the searches and applications for grant opportunities for the organization. Oversees the annual grants calendar and reports, on grant progress to C.E.O and the Board of Directors.
- Identifies and creates opportunities to build public awareness of Club services, programs and activities with the marketing and development staff.
- Oversees the development of collateral and vehicles for promoting upcoming events or programs to the public and members, including newsletters, public service announcement, flyer, website, etc.
- Develops, coordinates and manages all special events and functions for both fundraising and awareness purposes with the Special Event Coordinator and the event committee. Works with the CEO, Board, staff, and volunteers to achieve the desired results.

**Updated: 8/31/2023**  
**Approved by: MBaker**



## **Job Responsibilities:**

- Ensure that with the C.E.O, Development team members and the marketing committee chairperson that a strategic marketing, fundraising and communications plan is developed for the club. This would include key community partnerships, relationships with the media, sponsorship, Club newsletters, publications, press releases, and websites designed to positively promote and market the club to the community.
- Promote the area of health, wellness, and fitness to our membership/
- Plan and evaluate financial needs and fundraising plans for the organizations future.
- Oversees the design, implementation and maintains, in cooperation with the C.E.O and board of directors, a comprehensive plan for successful annual campaign for the club. This may include but not limited to, year-end letter campaign, major gift solicitations, and planned gifts.
- Ensure the department succeeds in the assigned special events and/or provides support.
- Examples include, but not limited to, Corks for Kids, Carpinteria Kids Auction, Rally 4 Kids, United Golf Tournament, Alumni Gold Tournament, Fall Gala plus Spring Gala and Gold existing Boy & Girls Club of Santa Barbara Annual Golf Tournament.
- Contribute by attaining financial support by:
  - Building the Club's base support through marketing and public awareness.
  - Soliciting corporations and civic groups for donations and other support for special fundraising through our Make a Difference Campaign.
  - Foundation relationship building
  - Develop existing and new major gift prospects
- Develops collaborative partnerships with Club staff, volunteers, members, supporters, other clubs, media contacts, consultants and vendors, and other not- for- profit organizations to establish professional links within the community.
- Ensures the development and coordinate implementation of all marketing and public relations activities to increase the visibility of club programs, services and activities with the marketing director.
- Develops and maintains a highly visible role in the community, with an emphasis on key partnerships and relationship building to benefit the club. These might include, but not limited to, new and existing individual donors, corporate and other business support, private and community foundations, service clubs and alumni.
- Represents and supports volunteer efforts through identifying and promoting the club to create public awareness.

## **Qualifications:**

- Bachelor's degree or equivalent preferred in the area of marketing, development, and nonprofit management.
- Five years proven, successful experience in nonprofit operations, with an emphasis on development, marketing, management, or equivalent experience.
- Successful experience in carrying out the mission of a nonprofit organization.
- Strong verbal, written communication, and organizational skills.



- Proven ability to develop and maintain effective working relationships and partnerships with board, staff, volunteers, donors, community groups, and other agencies.
- Competency in computer skills including but not limited to Word, Excel, Power Point, Desktop Publishing, database management, and website maintenance.
- Must have valid driver's license and good driving history.
- Manage assigned staff and volunteers tied to the department.
- Ability to conceptualize new initiatives.
- Results and goal oriented.
- Clear background and drug screening

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Ability to sit and stand for long periods of time
- Must be able to lift up to 50 pounds.
- Ability to go up and down stairs
- Ability to think clearly and concisely
- Varied hours- evenings and weekend hours required as needed.

**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.

*Signed by:*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

*Approved by:*

\_\_\_\_\_  
Michael Baker  
Chief Executive Officer

\_\_\_\_\_  
Date