

## **Big Brothers Big Sisters of East Central Wisconsin Development Director**



### **POSITION PURPOSE**

The Development Director is responsible for oversight, proactive planning, and successful execution of a comprehensive fundraising program, communications, and community relations activities. This position manages the day-to-day operations of the development function and monitors the adequacy of activities through coordination with staff, appropriate committees, and governing body to achieve operational revenue goals. As a member of the BBBS leadership team, this position is also responsible for supporting and contributing to the organization's strategic goals, for building a culture of collaborative leadership, and instilling a culture of philanthropy.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **Leadership and Management**

- Lead a partnership with the CEO, Leadership Team, Board of Directors and development staff to design and fulfill annual fundraising strategy and goals
- Oversee and direct the implementation of the annual development plan
- Design strategies and tactics for growth and success across all areas of fundraising
- Monitor fundraising results and consistently report progress to the CEO and the Board of Directors; participate in the Board Meetings and Committees, as requested
- Manage and empower the development team and contractors in designing and fulfilling their goals

#### **Annual Giving, Major Gifts, Corporate Giving & Grants**

- Collaborate with the CEO in the creation of a strategy for a large sustained base of annual individual donors
- Design and drive strategies for annual giving program, including online giving and direct mail
- Direct and execute a strong, consistent, relational major gifts program and systematize a planned giving program
- Manage staff and contractors in event logistics and administration, ensuring impeccable event logistics & results
- Develop a comprehensive corporate giving strategy to engage corporations in supporting BBBS initiatives
- In collaboration with the CEO, Leadership Team, and grant writer, develop annual grant strategy and goals that build and sustain relationships with private foundations
- Collaborate with program and staff, in coordination with Development Coordinator, to refine grant-seeking strategies, cultivate funders, review grant applications and finalize reports

## **Development and Philanthropic Communications**

- In conjunction with the CEO, develop a comprehensive development-focused communications strategy, integrating into BBBS larger plan for a growing awareness of BBBS's impact and role in the community
- Empower development team in executing the development communications plan through innovative and creative approaches, consistent and aligned with organization's communications strategy
- Manage donor communications for high-level, strategic fundraising opportunities

## **Education/Experience**

- Minimum bachelor's degree with 3-5 years related work experience in fundraising
- Experience in supervising, leading, and developing a team, including performance management

## **CRITICAL SKILLS & KNOWLEDGE**

- Strong writing abilities with demonstrated skill in communicating case for support
- Demonstrated ability in building network of community relationships
- Demonstrated ability to initiate, cultivate and inspire meaningful donor relations
- Proven interpersonal and communication skills, with the ability to relate to individuals and groups diplomatically and tactfully
- Analytical and process integration skills, and proficiency with Microsoft Office Suite
- Proven track record of recruiting and managing volunteer fundraising committees and working closely with Boards of Directors
- Proven track record of securing major and annual gifts and solicitation and support of corporate sponsorships to meet financial goals
- Ability to maintain professionalism and confidentiality in sensitive, complex, and/or controversial situations
- Detail-oriented, organized self-starter; able to prioritize and perform multiple tasks with varying levels of urgency to meet deadlines with no loss in accuracy

## **Compensation:**

The compensation for this Full-Time position is competitive pay commensurate with experience. Benefits include health insurance, dental insurance, vacation, holidays, wellness days, 401k retirement account and an Employee Assistance Plan.

**To Apply:** DEADLINE TO APPLY: August 21, 2024

Send resume and cover letter to [jobs@bbbsecw.org](mailto:jobs@bbbsecw.org) or mail:

Jaime Kriewaldt, Chief Executive Officer, Big Brothers Big Sisters of East Central Wisconsin,  
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*Big Brothers Big Sisters is an Affirmative Action Equal Employment Opportunity employer committed to achieving a diverse workforce and to maintaining a community which welcomes and values a climate supporting equal opportunity and difference among its members. All qualified applicants will receive consideration for employment without regard to race, national origin, color, religion, age, genetics, sex, sexual orientation, gender identity, disability, or veteran status.*