

Big Brothers Big Sisters of the Fox Valley Region is committed to providing children facing adversity with strong and enduring, professionally supported, 1-1 relationships that change their lives for the better, forever. Under the supervision of the Executive Director, the Development Director (DD) is responsible for employing the BBBS case for support in order to develop, implement, and manage a comprehensive development program that addresses individual, corporate (non-event) and grant/foundation funding and designed to provide for BBBS' growth and expansion. The DD must work closely with the Executive Director and Events/Marketing Coordinator for fulfillment of fundraising responsibilities. As a member of the BBBS Leadership Team, this position is also responsible for supporting and directly contributing to the organization's strategic development and for building a culture of collaborative leadership.

- Develop, implement, and manage a comprehensive development program (short and long term strategic design) that addresses individual, corporate (non-event) and grant/foundation funding.
  - Establish annual fundraising goals.
  - Initiate, cultivate, solicit and steward donor relationships (individual and corporate).
  - Document and track all donations and donor relations in donor database.
- Develop and manage a program to identify prospects for major gifts and grants from various sources. Cultivate and foster donor relationships and develop a program of donor recognition.
- Develop and implement an annual program of cultivation and stewardship activities and events designed to establish and maintain funding opportunities and establish new promising relationships.
- Collaborate with Executive Director to successfully manage and secure foundation grants, including research and identification of new foundation opportunities.
- Collaborate with board of directors to understand, implement, and achieve fundraising goals.
- Develop, in conjunction with the ED and the Board, policies and related procedures regarding gift acceptance and management of philanthropic funds.
- Assist in the development of annual fundraising budgets.
- Serve as staff liaison for Board Fund Development committee.
- Provide positive leadership and direction in the creation and establishment of the BBBS development vision and in the establishment of short and long-term goals and strategies necessary to accomplish the vision.

### **HOW TO SUBMIT YOUR APPLICATION**

Please email, as a single PDF document, including a cover letter, CV or resume, and names and contact information for three professional references (will not be contacted without your prior knowledge and permission) to [lfenlon@bbbsfvr.org](mailto:lfenlon@bbbsfvr.org) (Reference: Development Director). Application open until filled; Resumes reviewed starting 10/4/17.