



**BOYS & GIRLS CLUBS**  
OF THE PENINSULA

## **Development Director**

The Boys & Girls Clubs of the Peninsula is a vibrant, entrepreneurial nonprofit in the heart of Silicon Valley that is committed to making our community a great place for *all* of our children to grow up. It is looking for a motivated and inspiring development director to join its senior leadership team, which has been together for over five years. This position is a fantastic opportunity for someone who has been in nonprofit development for many years, for someone who has been in sales and wants to move into the nonprofit space, or for someone with natural fund raising skills who is passionate about helping at-risk kids.

### ***Organization Overview***

Every day after school and in the summer, children come to the Boys & Girls Clubs of the Peninsula to gain a sense of belonging, have fun, and form positive relationships with caring mentors. In neighborhoods where two-thirds of youth drop out of high school, Club members learn the importance of education and become part of a community of learners, wanting and expecting to do well in school. 1,400 youth attend our sites in East Palo Alto, Menlo Park and Redwood City regularly. BGCP's mission is to guide and inspire the youth of our community to develop the attitudes and life skills they need to thrive.

BGCP is the largest youth development organization in Silicon Valley with 140 employees and a budget of approximately \$5 million. We have doubled in size over the past 5 years and our potential for additional growth is unlimited. We have an excellent staff that is united around our mission. Our Board is outstanding. We have a loyal donor base.

Nowhere in the country is the gap between the rich and poor greater than in Silicon Valley. BGCP is bridging this gap and helping bring hope and opportunity to those in need. For a motivated and skilled Development professional, the local demographics provide a unique opportunity.

BGCP is affiliated with Boys & Girls Clubs of America, which has 4,000 clubs across the country. However, BGCP is its own 501c3 organization, with its own Board of Directors, and fully responsible for raising its entire budget. The partnership with BGCA does provide BGCP with many tangible benefits, including identifying funding sources, networking, training, and marketing. BGCP has become a model organization for other clubs across the country.

Yet we have so much more we could be accomplishing. We need someone to help lead BGCP into its next phase of growth and effectiveness. Two-thirds of the kids in some neighborhoods are not graduating from high school; we need someone who finds this fact totally unacceptable. We need someone who is committed, from deep in his or her soul, to making our community a great place for all kids to grow up.

The Executive Director, Peter Fortenbaugh, has an unusual background for this position: he earned degrees from Princeton University and Harvard Business School and worked at McKinsey & Company and at Exodus Communications as a senior vice president. In 2002 he decided that what he cares the most about is the gap in our society between the haves and have nots. He believes most of us are products of our environment and circumstances. He still believes capitalism is the best system, but he doesn't think it is as fair as many think. For the next 30 years, he wants to do what he can to give everyone a chance to thrive.

### ***Development Director Responsibilities***

The Development Director is part of the senior management team, reporting directly to the Executive Director. He/she is responsible for the design and implementation of BGCP's development efforts to achieve long-term financial stability for the organization. The Development Director oversees all aspects of BGCP's fundraising, including major and planned gifts, special/capital campaigns, foundation and corporate relations and grants, the annual fund, donor cultivation and stewardship events.

The Development Director is responsible for the effectiveness of individual team members, including: Director of Annual Giving, Director of Grants, Director of Volunteers, Development Project Manager and Development Intern. He/she leads the Board Development Committee and is responsible for inspiring and engaging Board members in development activities.

### ***Essential Functions***

- Set and meet annual fundraising goals and development plan (approximately \$5M in FY10)
- Research, analyze and prioritize new revenue sources from individuals, corporations, government, foundations, and philanthropic networks to expand funding sources
- Create and nurture long term relationships with donors
- Inspire and engage Board members in Development activities; oversee Board Development Committees
- Create corporate partnerships
- Arrange, lead and support tours of programs
- Design stewardship plan and lead implementation of activities
- Instill a spirit of teamwork, accountability and high professional standards to a staff of six:
  - Grants (2)
  - Special events/annual campaign
  - Volunteers (3)
- Manage volunteer functions, including recruitment, training and stewardship
- Lead two major annual special events
- Lead Marketing & Communications efforts in collaboration with volunteers
  - Develop and implement BGCP's messaging
  - Create positive and cohesive publicity
  - Design and maintain website
  - Create printed collateral
  - Create Annual Report
- Represent organization publicly
- Analyze revenue trends and provide full year forecasts monthly
- Ensure thorough record-keeping in partnership with Finance
- Develop and manage departmental expense budget

### ***Desired Qualifications***

- Deep personal commitment to helping at-risk youth graduate from high school with a plan
- Collaborative personality; ability to inspire and motivate reports and volunteers
- Ability to coordinate, manage and prioritize
- Excellent communication skills, including ability to write and speak persuasively about BGCP
- Skill at numbers analysis, forecasting and spreadsheets
- Comfort working in an ethnically diverse community
- Five to ten years of progressively responsible fundraising or sales experience
- Clear background check and history indicating fitness to work with children

### ***To Apply***

Send resume and cover letter to: Gayle Crossley, Director of Human Resources, at [gayle@bgcp.org](mailto:gayle@bgcp.org).