



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. We are looking for a motivated executive to join our leadership team to help meet the needs of the community. 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 youth.

Organization Overview

The Boys & Girls Clubs of the Peninsula's (BGCP) vision is for all youth in our community to graduate from high school prepared for additional post-secondary education or training. Over the past six years, in neighborhoods where *fewer than half our youth graduate from high school*, 85% of BGCP's school site members have graduated from high school with a plan. BGCP is doubling high school graduation rates by implementing proven practices in strategic partnerships with schools, families, government, corporations, nonprofits, and volunteers.

Our mission is to guide and inspire the youth of our community to develop the attitudes and life skills they need to thrive. While most youth development organizations select whom they serve, *BGCP serves all youth.*

BGCP is the largest youth development organization in Silicon Valley with 160 employees and a budget of \$6 million. We have doubled in size over the past 5 years and our potential for further growth is unlimited. Our budget should be \$10 million to just meet existing demand. 1,800 youth attend our 12 sites in East Palo Alto, Menlo Park and Redwood City regularly.

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.

Responsibilities

The Development Director is part of the senior management team, reporting directly to the Executive Director. He/she leads a staff of 5.5 professionals, responsible for the design and implementation of BGCP's fund raising and marketing efforts, including individual giving, special/capital campaigns, foundation and corporate relations and grants, government funding, donor cultivation and stewardship, special events, volunteers and marketing.

He/she also 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; \$6 million in FY13, growing to \$10 million by FY16
- Develop and manage departmental expense budget of \$450,000 and staff of 5.5
- 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
- Engage Board members in development activities; oversee Development Committee
- Arrange and lead tours of programs
- Design stewardship plan and lead implementation of activities
- Manage volunteer functions, including recruitment, training and stewardship
- Lead two major annual special events
- Lead Marketing & Communications efforts
- Represent organization publicly
- Analyze revenue trends and provide full year forecasts monthly
- Ensure thorough record-keeping in partnership with Finance

Desired Qualifications

- Deep personal commitment to helping at-risk youth thrive
- Excellent relationship-building and interpersonal skills enabling the ability to build rapport with internal and external stakeholders
- Agility and the capability to think strategically while executing tactically within in a lean and resource-constrained environment
- Exceptional communication skills with demonstrable ability to write effectively, speak persuasively, and listen attentively
- Results-driven approach; bias towards action
- Comfortable with ambitious goals
- A history of achieving results and willingness to do "whatever it takes" to reach goals
- Positive initiative and mature judgment
- High level of organization and self-motivation, the ability to manage complex projects, competing priorities and tight deadlines
- Skill at numbers analysis, forecasting and spreadsheets
- Comfortable working in an ethnically diverse community
- Clear background check and history indicating fitness to work with children

Compensation & benefits

- Salary: Commensurate with experience
- Health benefits: BGCP pays 100% of premiums for medical, dental, and vision; 50% for dependents
- Retirement benefits: BGCP contributes 10% of salary to pension plan after two years employment
- Very flexible hours
- Generous paid time off policy
- Making our community a great place for all youth to grow up: priceless

To Apply

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

BGCP is an equal opportunity employer.