



Boys & Girls Clubs of Mercer County

Chief Development Officer

Salary Range: \$90,000 to \$135,000

Starting salary: \$100,000 to \$110,000

The CDO is leader of the fundraising and donor engagement team and is integral to increasing resources for the Boys & Girls Clubs of Mercer County to fulfill its mission. The CDO will use innovative practices, project management, communication strategies, build key relationships and utilize technology to engage community support in retaining, growing and attracting new resources to the organization. Work projects will include developing annual strategy, supervising the development team, being part of the Club's leadership team, managing departmental finances, and the organization's communication strategy. CDO will also be responsible for their own fundraising responsibilities of grants, individual giving, event sponsorships and planned gifts.

Major Responsibilities

- **Annual Development & Marketing Plan:** Develops and leads the organizations annual and strategic plan for raising resources. This multi-faceted plan includes annual campaigns, events, planned giving, individual giving, major gifts, corporate and private foundation grants, sponsorship, and marketing efforts to both donors and Club constituents.
- **Staff Supervision:** Works with the five development team members to ensure that all projects meet a successful completion, and departmental KPI's are meet throughout the year.
- **Financial Management:** Develops the organizations Resource Development budget, manages day to day expenses, along with monthly departmental budget reports to ensure successful year end results.
- **Organizational Leadership Team:** Is active part of the organization leadership team for decision making and implementation of the organization strategic plan.



- **Development Activities:** Responsible for their own fundraising activities for grants, major gifts, planned giving and event participation.

Secondary Responsibilities

- **Board & Community Engagement:** Builds key relationships with the Board of Directors and community stakeholders. Attends various community events, join committees/organizations, to be one of the public faces of the organization to introduce new people, organizations, and stakeholders to the Club and for becoming a potential donor.
- **Special Campaigns:** Leads and directs special campaigns relating to capital and program initiatives in support of the organization's Strategic plan.
- **Endowment Building:** Provide strategy and support of the Club's overall planned giving efforts and goal to build the endowment to 20 million by 2040.

Qualifications, Skills and Abilities for Position

B.A. degree, plus a minimum of 10 years experience in development/fundraising field.

- Excellent writing and communication skills.
- Ability to multitask in a fast-paced environment and have general skills in many areas of development.
- Strong computer/technology skills including expert use of Microsoft Office, data base software, web content management, social media tools and more.
- Ability to interact effectively with funders, donors, volunteers, and staff members to build strong personal relationships.
- A passion for the mission, objectives, principles, and programs of Boys & Girls Clubs.
- Ability to lead and cultivate a highly effective development and communications team.
- Demonstrated ability to plan and implement effective operations.
- Excellent leadership abilities, negotiation skills, problem-solving, and decision-making capabilities.
- Ability to establish and maintain effective working relationships with the Board of Trustees



- Has experience running annual and capital campaigns
- Has experience with planned giving and building endowments

This is a full-time salaried exempt position, which includes a full benefit package comprising of PTO, medical, life insurance, disability, and 401K plan.

Disability Specifications - Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to type or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally required to lift, transport items that may weigh 25 lbs. or less.

Work Environment:

This position is performed in a traditional office environment and at Club sites and requires attendance at evening and weekend events. Occasional domestic overnight trips to attend business meetings, conferences, and related professional events may be required.

The Boys & Girls Club of Mercer County is an **Equal Opportunity/Affirmative Action** employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or other characteristic protected by law.

Send cover letter and resume to

Human Resources
Boys & Girls Clubs of Mercer County
212 Centre Street, Trenton, NJ 08611
Hr@bgcmercer.org