



POSITION DESCRIPTION

TITLE: Philanthropy Officer
PERFORMANCE PROFILE SOURCE: Full-Time, Exempt
DEPARTMENT: Resource Development
REPORTS TO: Chief Development Officer

PRIMARY FUNCTION: This position will set strategy, develop goals, and serve as Philanthropy Officer. This individual will be a highly accomplished, experienced, senior development professional. The position oversees all organizational gifts received and donor engagement/stewardship strategies.

KEY ROLES:

- Implement an organization-wide comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction with and recognition of donors at all levels.
- Develop and implement a strategy to strengthen and increase BGCAA's base of financial support from individuals and corporations. Initiate and Implement Annual Giving/Major Gifts strategy.
- Provide guidance and support to the Marketing Team in the creation of fundraising and stewardship materials including those used in targeted campaigns and events fundraising that will aid the organization's efforts to educate, cultivate, procure, and consistently acknowledge donors.
- Provide guidance and support to the events team through the promotion and sales of events sponsorships and events planning as needed.
- Manage and acknowledge all board commitments and gifts throughout the year.
- Oversee donor database (Raiser's Edge) and donor data management including report generation and analysis of donor activity regarding individual giving and cultivation.
- Secure annual revenue from Employee Giving initiatives and partnerships with local businesses and corporations.
- Utilize donor database/CRM to manage pipeline, log activity with donors and provide reporting and analysis to review progress to include giving and cultivation.
- Represent the organization at community and networking events.
- Perform additional development duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university, or equivalent experience.
- Five to ten years of development experience with exposure and demonstrated success and advancement in one or more of the key development functions: Individual Giving and Annual Giving Campaigns, event fundraising, and major gifts
- Computer literate in MS Office
- Knowledge and experience with on-line fundraising platforms.
- Proven ability to steward and close gifts of all kinds, write a compelling case for giving and direct stewardship strategy for corporate and individual donors.
- Comfort with direct, face-to-face fundraising
- Experience with engaging board members, donors, and volunteers in the fundraising process
- Outstanding written and verbal communication skills and abilities

- Attention to detail and the ability to set and meet deadlines
- Facility with fundraising databases and competency in Microsoft Office and Excel
- A collaborative team spirit
- Commitment to mission and values of Boys & Girls Clubs of the Austin Area
- Must be able to work and interact professionally

PREFERRED QUALIFICATIONS:

- Nonprofit and/or agency experience preferred
- High-level proficiency with The Raiser's Edge
- Graphic and website experience (Adobe Suite, InDesign, photoshop, WordPress, PowerPoint)
- Experience working well cross-functionally with teams
- Excellent planning and organizational skills with the demonstrated ability to effectively lead and motivate people to achieve results
- An ability to organize and manage multiple priorities
- Data-driven leader with a track record of driving a digital strategy
- Storytelling: passion for crafting a compelling story that drives people to action
- Self-Starter: eagerness to roll up your sleeves, willing to immerse him or herself in the organization
- Strong project management skills and attention to detail
- Demonstrates dependability, accountability, and cooperation

Salary Range \$75,000.00 to \$80,000.00 Plus Benefits
