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BOYS & GIRLS CLUB
OF THE WAUSAU AREA

TITLE: Director of Development
REPORTS TO: Chief Executive Officer
Job Status: Full-time, Salary-exempt

PRIMARY FUNCTION:
The Director of Development works with the Chief Executive Officer (CEO) and board to plan and execute resource development strategies and monitor progress toward goals. Supports the CEO in positioning the board to cultivate and solicit major gifts, planned gifts and grants from individuals, corporations, foundations, United Way, government agencies and others, and is responsible for providing leadership and direction to staff in support of resource development and marketing.

Resource Development & Fundraising

- Develop and execute comprehensive annual and multi-year fundraising strategies to achieve organizational revenue goals established in the organizational budget including annual campaign, events and major gifts.
- Identify, cultivate, solicit, and steward corporate, foundation, individual, and major gift donors.
- Oversee planning of fundraising events, direct mail campaigns, sponsorship initiatives, and other revenue-generating activities.
- Partner with the CEO on major gifts, endowment growth, planned giving, and other strategic fundraising initiatives.
- Monitor and evaluate fundraising performance, leveraging data and donor insights to improve results and strengthen donor engagement.

Board Engagement

- Support the recruitment, orientation, and development of board members to advance philanthropic leadership.
- Arrange, organize and provide strategies for Board Members to participate in soliciting funds for the annual campaign.
- Partner with board committees to establish fundraising priorities and actively engage members in cultivation and solicitation activities.

Resource & Team Management

- Ensure responsible stewardship of resources and compliance with financial and donor recordkeeping standards.
- Provide leadership, direction, and performance management for development staff to foster a high-performing fundraising team.

Community & Partnership Development

- Build and strengthen relationships with community leaders, funders, corporate partners, elected officials, and other stakeholders to advance the Club's mission and visibility.
- Develop strategic partnerships that expand community support, program impact, and funding opportunities.

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Marketing & Communications

- Lead fundraising communications and donor engagement strategies that increase awareness, strengthen the Club's reputation, and inspire philanthropic investment.
- Oversee the development of marketing, public relations, and donor communication materials, including campaign collateral, impact reports, newsletters, and media relations.

Additional Responsibilities

- Participate in special Club programs and events.
- Pass annual and ongoing background checks.
- Perform other duties as assigned by the supervisor

Qualifications

- Bachelor's degree preferred.
- Three or more years of progressively responsible experience in nonprofit fundraising, development, sales, marketing, or a related field.
- Demonstrated success securing support from individual, corporate, foundation, and community partners.
- Strong understanding of fundraising principles, donor engagement strategies, and nonprofit operations.
- Exceptional relationship-building, communication, and presentation skills.
- Experience utilizing donor databases and fundraising technology to manage relationships and evaluate performance.
- Experience managing and leading staff preferred.
- Ability to work effectively with staff, volunteers, board members, donors, and community stakeholders.
- Proven success planning fundraising special events

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to sit, stand, and walk for extended periods.
- Must be able to lift up to 50 lbs.
- Ability to work in a fast-paced, sometimes noisy environment.
- Must possess a valid driver's license and acceptable motor vehicle record.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

To apply, please send cover letter and resume to kiml@bgclub.com.