

ADVANCEMENT OFFICER



Department: Administration/Resource Development

Reports To: Vice President of Development

Classification/Hours: Full-time/M-F, from 8:00 am to 5:00 pm

Pay Classification: Specialist/Coordinator

Job Summary

The Advancement Officer is responsible for developing and maintaining a portfolio of mid-to high level donors in the designated regions, which may include Green Bay, Door County and Shawano. This position is also responsible for supporting annual campaigns, securing event sponsorship, and donor relations.

Essential Duties and Responsibilities

Fundraising & Cultivation (90%)

- Supports the Vice President of Development & Marketing in strategic planning and revenue forecasting by executing plans in support of individual and team fundraising benchmarks aligned with BGCBLR's mission, vision, and strategic goals.
- Develops and manages a portfolio of donors to identify, qualify, cultivate, solicit, and steward donors.
- Works within the donor database to view data and assist in analyzing data to inform, prioritize and develop fundraising strategies.
- Maintains and increases donor engagement and secure gifts through personalized correspondence, concept briefs, proposals, presentations, telephone calls, in-person visits, and/or other relationship-building methods.
- Leverages internal and board relationships to facilitate donor engagement.
- Identifies and manages a portfolio of prospects including alumni, community members, and other stakeholders.
- Conducts a predetermined number of personal visits per month with qualified prospects to ensure achievement of fundraising goals; moving donors along the prospect pipeline, and nurturing and deepening relationships to better understand and strategically align donors' priorities and goals with the needs of BGCBLR
- Assists Events Coordinator in executing successful events throughout the region. Including but not limited to raising revenue for events in an assigned territory.
- Leverages knowledge of the various forms of giving, including planned giving, corporate sponsorships, and individual gifts
- Works closely with the Marketing & Communications Coordinator to implement strategies that articulate the mission, programs, and activities in a succinct and compelling manner; and recruit/train volunteers as necessary.
- Works collaboratively with other members of Development team to ensure timely and proper tracking, acknowledgement and stewardship of donors.
- Works with internal and external community partners to identify needs, tell the story, and gain support of the BGCBLR.
- Develops personal mastery by participating in professional development, networking to incorporate best practices, and reading professional publications.

Other Roles (10%)

- Participates in Development Committee meetings
- Provides monthly (or as needed) reporting of donor related activities to VP of Development
- Assists with PR and marketing related activities
- Supports organizational needs through active participation in fundraising events and Club activities
- Performs other duties as needed within the BGCBLR team

Minimum Requirements

- Understanding of and belief in the organization's mission, vision, and values
- Associates degree in communication, marketing, social service, or related field.
- 2-5 years of experience in sales and/or fundraising experience with corporate sponsorships, event sponsorships, foundations and individual donors
- Demonstrated experience and comfort in fundraising, soliciting for donations, and event planning.
- Detail-oriented and proactive approach to managing time-sensitive and competing workloads
- A quintessential team player with a willingness to support colleagues outside one's primary responsibilities
- Open to and appreciative of feedback, responsive to direction and coaching
- Strong communication skills with the ability to easily build rapport with a wide variety of stakeholders
- Self-starter with the ability to sustain initiative
- Computer proficient, with comfort in Microsoft Office suite and donor CRMs
- Ability to work flexible hours, as needed, including nights and weekends

Preferred Requirements

- Bachelor's degree, preferably in Business, Communications, Marketing, or other related discipline.
- 5 years of experience in sales and/or fundraising experience with corporate sponsorships, event sponsorships, foundations and individual donors
- Knowledge of donor relations databases.

Equal Opportunity Employment Statement

The Boys & Girls Clubs of the Bay & Lakes Region provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics and complies with applicable federal, state and local laws governing nondiscrimination in employment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

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.