



JOB ANNOUNCEMENT
Development Officer

Apply at <https://www.boysandgirlshaven.org/about/career-opportunities>

Job Summary:

Boys & Girls Haven seeks a dynamic and driven Development Officer to advance our mission of providing a 'home and a future' to foster care youth. The Development Officer is an integral part of the Development Team and is responsible for annual giving, donor relations and fundraising events. This position coordinates the administrative, fundraising and logistical aspects of annual philanthropic events including The Gravy Cup and new 70th Birthday Bash, in addition to external events like Jersey Mike's Month of Giving, Summer Send Off and Wine on the River. Our ideal candidate will have two to three years' fundraising experience with demonstrated success in special events coordination. Knowledge leading and working with volunteer committees is a plus. This is a full-time exempt position.

Essential Functions:

- Lead, plan and coordinate Boys & Girls Haven signature fundraising events
- Solicit and steward monetary and in-kind sponsorship support
- Direct event timelines, associated staff and volunteer activities
- Track revenue, expenses and budgeted forecast for fundraising events
- In partnership with Communications Officer oversee production of event collateral materials (sponsorship packets, invites, letters, etc)
- In partnership with Communications Officer orchestrate and execute event marketing and outreach
- Manage event venue(s) and vendor relationships
- Manage volunteer event planning committees including the Advisory Board of Boys & Girls Haven
- Build and search for new business relationships
- Lead annual giving initiatives and manage donor relations for a portfolio of prospects
- Oversee monthly giving program – *The Guardian Society* – stewarding current donors and implementing opportunity to engage new donors

Fundraising Events:

Help develop, coordinate, maintain and implement the annual fundraising plan in accordance to budgeted goals; maintain fundraising events calendar; participate in post-event de-briefing; actively recruit new event sponsors and retain current partnerships to grown revenue; successfully execute ongoing fundraising events and vet new opportunities; maintain positive vendor relationships; support development of marketing plan for fundraising events

Annual Giving & Donor Relations:

Maintain a portfolio of current and prospective donors at the \$1000 and under giving level, and through personal visits identify, cultivate and steward meaningful relationships to support annual fund goals; lead quarterly mailings to support annual giving and coordinate donor engagement/follow-up; help develop and implement a donor stewardship plan; help create an outreach plan to engage new monthly donors and increase amount of monthly gifts for current Guardian Society members; utilize eTapestry to track visits, produce contact notes and appropriate follow-up with constituents



Event Committees & Advisory Board

Support the Advisory Board and event committees as they work to advance the Boys & Girls Haven brand, attract new supporters and grow new revenue dollars; maintain committee communication and schedule meetings; engage current members to mission of Boys & Girls Haven and coordinate engagement plan to recruit new members

Qualifications and Certifications and/or Education

- Bachelor's degree (business, communications or nonprofit management preferred but not required)
- Minimum two years' experience in sales, corporate development or fundraising
- Demonstrated experience using MS Office suite, with fluency in Word and Excel.
- Strong computer skills and ability to use existing technology to achieve desired results – experience with donor database a plus
- Basic knowledge of graphics design (Photoshop, Illustrator or Canva) a plus
- Demonstrated command of all social media platforms
- Strong communication and presentation skills (ability to inspire and engage others around the mission of Boys & Girls Haven)
- Strong project management skills with ability to balance multiple projects and prioritize effectively
- Budget development and experience managing volunteers preferred
- Ability to relate well with youth and adults with strong interpersonal relationship and alliance building skill
- Flexibility and adaptability, strong work ethic; demonstrated success working in a fast-paced environment
- Self-starter, able to initiate and complete tasks, and to work both independently and as a member of a team
- Proven administrative and writing abilities, with a consummate attention to detail
- Positive attitude