



**BOYS & GIRLS CLUBS
OF MUNCIE**

Mission: *To inspire and enable all young people, especially those who need us most to reach their full potential as productive, caring, and responsible citizens.*

Job Description

Job Title: Annual Giving Officer

FLSA Classification: Fulltime - Nonexempt

Salary Range: \$21.64 - \$24.04

Reports to: Director of Resource Development

Supervisory responsibilities: None

Date: February 21, 2023

Summary/objective The Annual Giving Officer (AGO) recommends and implements strategies for securing and stewarding gifts for The Boys & Girls Club of Muncie (BGC). The AGO will oversee the Blue Door Club and Corporate Partners Programs including maintenance of records, and recommendations for continuous improvement and growth of individual members.

Essential duties and responsibilities include the following. Other duties may be assigned. *Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

- ***Every staff member is expected to cultivate and maintain positive donor, member, and community relationships.***
- Develop, with the leadership of the Director of Resource Development, long-term fundraising strategies that support the strategic plan.
- Cultivate and grow professional relationships with individual gift donors. This includes, but is not limited to, finding, and participating in multiple community clubs, activities, and events to promote the BGC and to identify potential donors.
- Meet or exceed a minimum annual corporate fundraising target, including new incremental revenue.
- Build, maintain, and regularly connect with a portfolio of 75-100 qualified prospective donors. Document data in appropriate system such as Bloomerang.
- Engage volunteers and other development staff in giving strategies.
- Team up and work with development staff to develop, implement, and lead a robust series of engagement opportunities that promote and educate staff, volunteers, and the public on the value of BGC.
- Develop, build, and grow the Blue Door Club program to encourage and establish a pipeline of annual giving donors and major gift donors.
- Develop the BGC Corporate Partners Program with a focus on all perspectives, including but not limited to, prospect/partner, business, customers, and network.
- Manage, measure, analyze and report on a comprehensive direct mail program and online giving strategies. Provide feedback on results, and deliver recommendations for increasing ROI.
- Work with the Director of Programs to coordinate existing volunteer programs, and seek out and recommend volunteer program training, enhancements, and opportunities for additional engagement.
- Participate in meetings as appropriate, and communicate effectively, in written form and verbally with staff and clients.
- Participate in professional development and networking conferences and events as appropriate and/or requested by the Director of Resource Development and the CEO.

Work environment Able to stand and/or walk up to 50% of time. Able to sit up to 50% of the time. Able to view a computer monitor for 6-8 hours per day. Travel may be required in company or personal vehicle. Must be able to lift up to 25 pounds at times. The role may be eligible for some hybridized/WFH opportunity at the discretion of the Director of Resource Development and CEO, and based upon the availability of technology.

- Employee required to possess a valid driver's license and may occasionally be required to transport members in a company vehicle.
- Proof of vehicle insurance is required.

Education and/or Experience

- One to three (1-3) years successful fundraising or sales experience is required.
- Bachelor's degree in sales, business, or relevant major is preferred.
- Demonstrated ability to build trusting partnerships across stakeholders and create impactful donor experiences.
- General knowledge of and experience working with non-profits and at-risk populations is preferred.
- Effective verbal and written communication skills are necessary, as are excellent interpersonal skills with all levels of organization.
- Proven ability to meet deadlines and excellent time management skills are required.
- Attention to detail and superior organizational skills are a must.
- Working knowledge of computers and systems is required, including and not limited to, Microsoft products such as Word, Excel, Power Point (or similar product knowledge).
- High level of confidentiality and professionalism are required.

Signatures

The information presented indicated the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and expectations required of an employee in this role. This job description has been approved by:

Manager/CEO: _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____