



Big Brothers Big Sisters
Southeastern Pennsylvania

Position: Director, Development

Location: Philadelphia, PA

JOB DESCRIPTION

Big Brothers Big Sisters Southeastern PA is the largest BBBS agency in the State and the fourth largest in the nation; with a current annual budget of \$5.2 million dollars. Our rapidly growing, progressive organization places great value on continuous improvement and staff engagement as we strive to provide quality “one-to-one” mentoring services for youth. As such, we currently seek a Director of Development to cultivate and solicit new and existing donors and successfully meet and exceed Agency fundraising goals. The Director of Development will work closely with the Vice President of Development and the Fund Development Team in designing, implementing, and executing all fundraising strategies.

JOB RESPONSIBILITIES

1. Conducts personal solicitations for major gifts of at least \$10,000. Identifies referrals with the ability to become major gift donors. Makes cold calls to referrals to schedule introductory appointments to qualify and engage them as potential donors. Spends significant time in the community meeting with current and prospective donors. Must meet monthly appointment goals.
2. Leads appropriate segmentation, cultivation, stewardship, and program strategies for individual donors, working with Fund Development Department staff to maximize giving.
3. Works with the Vice President of Development and the Fund Development Team to implement a comprehensive annual giving program utilizing direct mail and telemarketing as solicitation vehicles.
4. Coordinates planned giving program to ensure long-term revenue.
5. Maintains complete and accurate records of contacts, and on-going communications with current and potential donors. Regularly analyzes information in donor database in order to evaluate and maximize fundraising efforts. Works with Finance Department on donor invoicing and payment follow-up.
6. Reviews and remains current in issues and trends in philanthropy, the nonprofit sector, mentoring, youth development, and the community at large.
7. Other projects as assigned by the Vice President of Development.

JOB QUALIFICATIONS

Academic: Minimum Bachelor’s degree.

Professional: 7+ years experience and demonstrated success in a fund development or sales/ marketing role required.

Personal Attributes: Must be able to work independently without close management; possess a strong customer/client focus; have excellent communication, listening, interpersonal and organizational skills; be highly organized, and demonstrate the ability to work effectively within diverse populations. Must also be flexible and enthusiastic; have an articulated belief in the mission of Big Brothers Big Sisters; be proficient in Microsoft Office software packages; have experience with fund development databases, and possess Individual transportation.

APPLICATION INSTRUCTIONS Cover letters with resumes and salary history can be E-mailed to HRjobs@bbbssepa.org, or faxed to (215) 494-2540. Please put “Director of Development” in the subject line. Note: only those applicants believed to be viable candidates for this opportunity will be contacted. No phone calls please.

BBBS SEPA promotes a culture of inclusion and seeks talented staff from diverse backgrounds. BBBS SEPA does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.