



**BOYS & GIRLS CLUB**  
OF GREATER NASHUA

## Senior Director, Resource Development

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**ROLE / TITLE:** Senior Director, Resource Development  
**DEPARTMENT:** Resource Development  
**REPORTS TO:** Executive Director  
**TYPE OF EMPLOYMENT:** Full Time - Exempt

### COMPANY DESCRIPTION:

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children aged five to eighteen. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the kids we serve with caring mentors and role models.

### PRIMARY FUNCTION OF THIS ROLE:

The Senior Director of Resource Development (SDRD) is the Boys & Girls Club of Greater Nashua's overall lead for all resource development activities. This role is responsible for providing leadership and strategic direction, day-to-day oversight of key activities, and ongoing coaching and coordination to the multi-person resource development team. The SDRD must be an experienced relationship-builder who is able to adapt his/her/their communication style to work effectively with a wide variety of internal and external stakeholders; the SDRD should bring a proven knowledge of development strategy, planned giving, and donor relations to our Club.

The Senior Director of Resource Development reports directly to the Club's Executive Director.

### KEY ROLES (Essential Job Responsibilities):

#### 1) Leadership and People Development

- Role model a high degree of ethics and character in-line with organizational values
- Foster creativity, embrace new ideas, and emphasize a team-centered approach
- Collaboratively build the overall resource development strategy in support of stated organizational objectives, iteratively measure progress against desired outcomes, guide the team to best leverage strengths while also addressing areas of needed improvement

- Provide day-to-day direction and managerial oversight to the Resource Development team, with specific focus on donor relations and stewardship, fundraising communications, special events, annual campaign, and grant management
- Communicate a positive image of the Club that builds confidence and trust with stakeholders, community partners, and the public
- Work closely with the Executive Director, Board of Directors, and other internal and external leadership team members to achieve alignment and buy-in on path forward

## **2) Resource Development, Prospecting, Cultivation and Solicitation**

- Build and execute a donor growth strategy for the Boys & Girls Club of Greater Nashua
- Leverage available donor data to design tailored communication and engagement plans
- Grow the Club's "Ambassador Network" to increase overall reach and awareness
- Cultivate major prospects and help solicit current or planned gifts in collaboration with Board Members and the Executive Director

## **3) Donor Relations**

- Oversee the Club's gift acknowledgement and donor recognition programs.
- Learn the interests of current donors and build out a comprehensive donor stewardship program in partnership with the Executive Director and the Resource Development team
- Work with the Resource Development team to create or update marketing materials, invitations, flyers for new initiatives, and other materials that foster support for the Club
- When necessary, represent the Club at public events and make presentations

## **4) Special Events**

- Provide oversight and direction for the Club's three annual special events: Youth of the Year (Spring), Charity Golf Tournament (Fall), and Bids for Kids Holiday Auction (Winter)
- Coordinate and run event committee meetings and provide coaching and logistical oversight to the Resource Development team to ensure successful events

## **5) Grant Writing and Reporting**

- Oversee the Grants Program; Provide coaching and oversight to the Director of Grants to ensure the full range of activities required to prepare, submit, and manage grant proposals are complete and of the highest quality
- When necessary, perform or coordinate prospect research on foundations and corporations
- Collaborate with other departments to gather the information necessary to report to corporate/foundation funders on progress of current grant programs, key outcomes

## **6) Planned Giving**

- Oversee the Club's planned giving program. Develop a deep understanding of planned giving instruments, including but not limited to bequests, charitable remainder trusts and charitable gift annuities
- Establish and execute awareness campaign around the Club's Planned Giving Program

## **7) Measurement**

- Build alignment on key performance indicators (KPIs) and utilize measurement mechanisms to evaluate effectiveness of donor engagement strategies

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree required, Master's degree in an applicable field preferred
- Minimum of five years of experience at the Director-level leading development efforts in an entrepreneurial nonprofit environment
- Passion and commitment to the Club's mission; mature individual with the ability to drive the Club's mission by building strong partnerships with a diverse group of constituents
- Demonstrated success in networking to build creative and mutually beneficial business relationships within the corporate, public, and nonprofit sectors
- Track record of successfully working with individual, family, corporate, foundation, and government funding sources, and proven ability to expand and cultivate donor relationships
- Proven experience and knowledge of the full spectrum of strategic development, including planned giving, gift solicitations, stewardship, donor recognition and administration
- Strategic, analytical approach combined with professionalism and charisma
- Strong leadership, writing and public speaking skills

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This position is located at One Positive Place, Nashua, NH. Ability to work in an office environment which requires the use of a computer and telephone. Ability to perform repetitive motion of fingers, hands and wrists. Ability to lift 25 lbs.

**COMPENSATION AND BENEFITS:**

Competitive compensation based on experience. Comprehensive Health Benefits, Life Insurance, Short-term and Long-term Disability coverage, and Retirement plan offered for this position. Competitive vacation policy.

**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. All employees of the Boys & Girls Clubs of Greater Nashua are employees at will

The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

**To apply: Send cover letter and resume to Craig Fitzgerald at [cfitzgerald@bgcn.com](mailto:cfitzgerald@bgcn.com)**