



Job title	Director of Resource Development and Communications
Reports to	Executive Director - Boys and Girls Club Central Vancouver Island
Date	August, 2018

Job purpose

The Director of Resource Development and Communications provides leadership and execution to BGCCVI's revenue generation strategies. The person in this role is responsible for securing a diversified revenue stream of restricted and unrestricted income through an array of fundraising channels including institutional grants and private sources. In addition, the Director of Resource Development and Communications will support building public awareness of BGCCVI's mission and activities.

The position requires strong organizational skills, proficiency with data-base management systems and excellent written and verbal communications skills.

Duties and responsibilities

Donor Support and Stewardship:

- Develop and implement annual fundraising plan and donor stewardship plans and activities
- Develop and maintain a comprehensive perpetual calendar and corresponding activities for RD
- Create written content and support internal and external communications for the organization
- Represent BGCCVI in the community and help build and maintain relationships

Grant Writing and Grant Management:

- Identify, pursue and obtain ongoing and new sources of community support from public and private organizations
- Conduct grant writing research, activities and solicitation of grants and ensure timely and complete submissions
- Coordinator with finance and program staff to assess agency needs for grant requests and develop grant budgets
- Manage grant calendar, reporting and deliverables
- Provide monthly reports which measure progress towards development goals

Event Fundraising

- Maintain knowledge of BGCCVI's philosophy and fundraising model and practice and how it relates to the community
- Annually review and establish fundraising and communication strategies and best practices
- Assist with facilitation of third party fundraising activities and assist community members to fundraise on behalf of BGCCVI
- Work in conjunction with Volunteers to assist marketing and soliciting in-kind donations and in-kind donation drives on behalf of BGCCVI.



Communications

- Establish, engage and maintain relationship and communications with donors and external stakeholders.
- Mobilize and align communications, media and advocacy activities
- Develop, implement and maintain BGCCVI's external and internal communications strategies including newsletters, social media engagement via Facebook and Twitter, website updates and online email lists.
- Provide editorial support with BGCCVI's communications materials including fact sheets, publications, press releases etc.
- Develop content for multi-channel communications including videos, photos, and new media tools
- Maintain all tracking and evaluation processes for fund development and communications efforts including development of quarterly and annual reports

Qualifications

Education

- Relevant post-secondary degree

Professional designation

- CFRE designation not required, but would be considered an asset

Experience

- Minimum 5 years of management experience working in revenue generation in the charitable sector
- Strong computer knowledge including experience with CRM database management and communications software and technology applications
- Demonstrated experience in corporate communications in the not-for-profit environment
- Experience in building effective and productive relationships with volunteers and Board members

Knowledge, skills and abilities

- Excellent written communications and editing skills for multiple audiences and media
- Excellent relationship building skills and interpersonal skills with ability to support and motivate staff
- Ability to make decisions and take the initiative, to manage complex and varied workload

Personal Characteristics

- Execute for Results:
 - Able to hold self and others accountable for achieving high levels of individual and organizational performance and integrity. Decisive and organized; capable of setting priorities and making effective and timely decisions
 - Anticipate, understand and respond to the needs of internal clients to meet or exceed their expectations within the organizational parameters
 - Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization



Boys & Girls Clubs
of Central Vancouver Island

- Determine strategies to move the organization forward, set goals, create and implement actions plans and evaluate the process and results
- Operates within organizational regulations and rules of BGCCVI
- Relationships and Interpersonal Skills:
 - Ability to lead, motivate and manage employees and volunteers
 - Able to build and sustain an excellent relationship at multiple levels in the workplace and Community.
 - Able to establish and enhance key internal and external relationships, such as employees, volunteers, local and regional stakeholders to support the Mission and Vision of BGCCVI and to reach a creative solution.
 - Adhere to core values and holds others accountable to the same standards
 - Communicate effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
 - Positively influence others to achieve results that are in the best interests of the organization
- Team Builder:
 - Leads the creation of effective teams committed to organizational goals, fosters collaboration among team members and among teams, using team approach to address relevant issues. Instills a sense of interdependency across the Senior Leadership team
 - Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness
 - Provides an environment in which others can talk and act without fear of repercussion

Working conditions

The ability to function independently, and frequently under pressure, while managing multiple concurrent projects and deadlines including participating in, resolving and effectively managing stressful and emergency/crisis situations is an ongoing expectation. Participation at meetings, conferences and other events may involve long work days, and/or evening/weekend work.

Direct reports

Approved by:	Ian Kalina
Date approved:	
Reviewed:	