



## JOB DESCRIPTION

<b>Position: Assistant Director of Development &amp; Giving Societies</b>	<b>Classification: as of January 2024</b> <b>Salary, Non-exempt</b>	<b>Date last revised: 12/11/2024</b>
<b>Department: Development</b>	<b>Supervises: N/A, potential to supervise</b>	
<b>Reports To: Chief Development Officer</b>		

### Purpose

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.

Big Brothers Big Sisters of Central Indiana serves more than 1,000 youth annually ages 8 - 18 in Hamilton, Johnson, and Marion Counties. We partner with parents/caregivers, volunteers, schools, and the donors in our community to defend, ignite, and empower the potential of every child we serve.

### Key Competencies

#### Strategic

- Able to develop effective strategies around donor cultivation, stewardship and moves management.
- Results driven with a strong attention to detail.
- Identifies potential long-term outcomes and means for achieving them.
- Dedicated to growing and consistently improving annual fundraising through thoughtful planning and careful analysis of current fundraising structures in place.

#### Relationship Builder

- Works to cultivate relationships with new and existing donors.
- Represents the mission of Big Brothers Big Sisters by dedicating time, commitment and care to the relationship of every individual donor, volunteer and fellow staff member.
- Stewards each donor with timely recognition, regular communication, accurate and detailed record keeping and relationship activity.
- Maintains professionalism with donors, volunteers, sponsors, staff and any other constituents.
- Demonstrates strength in collaboration and professionalism when working with a team.

## **Goal Oriented**

- Motivated and eager to achieve or exceed expectations.
- Mission-driven and inspired to create positive change.
- Continually seeks to improve and develop professionally.
- Always know their numbers.
- Focused on the outcomes made possible by achieving set goals.
- Takes initiative and can lead, whether within a team, committee of volunteers or when otherwise necessary.

## **Responsibilities**

### **Assistant Director of Development & Giving Societies, Outcomes & Expectations:**

#### **Development Team Leadership & Strategy**

- Co-leads and directs in partnership with Chief Development Officer & Assistant Director of Development & Corporate Partnerships, to deliver development strategies for primarily Individual Gifts, and some corporate giving.
- Partner with Chief Development Officer to create, develop, and implement Major and Planned Giving materials, communication, tracking, and society events.
- Must demonstrate strategic planning ability and a history of securing a minimum of 5-6-figure corporate gifts and 4-5-figure individual gifts.
- Proficient in Microsoft Office environment, with preference for database experience (Raiser's Edge/RE-NXT).
- Support of all agency fundraising events expected.
- Excels at speaking about BBBSCI programming with authenticity and ability to listen intently to connect individuals to the core of our mission with utmost confidence, finesse, and professionalism.
- Must demonstrate strong writing skills.

#### **Annual Giving & Societies**

- Responsible for the cultivation, solicitation, and stewardship of donors who contribute \$1,000+ annually through personal engagement and programmatic elements.
- Develop the overall strategy, goals, and programming for the Light One Match Society (Donors between \$1,000-\$9,999) and its donors, Visionary Society (Major donors \$10,000+) and Legacy Society (Planned or Estate Gifts).
- Develop & Execute Annual Giving Initiatives such as the annual Giving Tuesday/Giving Season Campaign (Currently, The Big Blitz), a peer-to-peer effort led by Bigs, Staff, supporters and friends. Campaign leverages significant matching funds annually.
- Oversee key aspects of donor relations including production of Impact Reports, documentation of gift commitments, tracking, and other necessary administrative needs for each giving society or segment.
- Manage assigned donor portfolio with the goals to cultivate and steward each assigned relationship and pre-planned actions driven by moves management. Some Planned Giving fundraising as assigned.

- Stewardship of Scholarship donors and engagement with scholarship past-recipients (alumni who have received donor/funder scholarships).
- Ability to cultivate, engage and maintain professional relationships with donors and volunteers, as exemplified by excellent follow-through and follow-up skills.
- Achieve assigned fundraising goals, providing regular and detailed updates on fundraising progress.

#### **Corporate Giving & Annual Fundraising Events**

- Manages number of corporate partnerships and prospects within assigned portfolio.
- Expected to cultivate new corporate sponsors or partners and strategically expand funding from existing partnerships.
- Achieve assigned corporate fundraising goal for annual development events (The Main Event & Play for Kids).
- Stewardship & Impact Reporting for Assigned Corporate Partners
- Must have experience with corporate grant writing & reporting.
- Other special events & corporate giving responsibilities as assigned.

#### **General:**

- Support Development team in meeting fundraising goals.
- Maintain timesheet and budget documents, including invoices and other expenses, and submit through proper channels promptly.
- Participate and engage in continued JEDI (Justice, Equity, Diversity, and Inclusion) learning and discussions.
- Attend required meetings and events as scheduled.
- Establish and promote positive communication among all team members of BBBSCI to increase collaboration and reduce inefficiencies.
- Always represent BBBSCI professionally, providing courteous service to internal and external constituents and presenting a positive image of BBBSCI.
- Abide by BBBSCI policies and practices.
- Complete other duties as assigned.

#### **Evaluation of Performance**

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Central Indiana.

#### **Experience, education, degrees, and licenses**

- Bachelor's Degree, preferably in nonprofit management, event planning, and fundraising
- 5 years development fundraising preferred, or advanced fundraising training.
- Proficiency in Microsoft office software and experience with or ability to learn Raiser's Edge NXT database.

- Will be required to participate in continuing education programs as requested.

#### **Physical demands/Work environment**

- Must be able to work proficiently with computers and other office equipment.
- Required to travel approximately 20-40% of the time to meet potential donors, partners, vendors or consultants, attend conferences and meetings, etc. Travel is generally within Central Indiana.
- Must have reliable transportation. Drivers of privately owned vehicles must have a valid driver's license and meet state required automobile insurance minimums.
- Overnight travel potential 0-1% yearly for conferences.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving check.

#### **ACKNOWLEDGEMENTS**

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor: I have reviewed this job description with my employee.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_