

Blue Hills Civic Association (BHCA)

Development Director - Job Description

Position

The Development Director will lead in building a successful, comprehensive, philanthropic and fund development strategy for the Blue Hills Civic Association, also dba Building Hartford through Community Action (BHCA). The Development Director will guide staff and volunteers to institutionalize philanthropy and fund development within the organization, securing charitable contributions to support the organization's mission and vision. This position reports to the Executive Director.

Primary Responsibilities

- Create and/or grow individual giving, major gifts grant funding and other fundraising initiatives.
- Significantly increase diversified and unrestricted funding.
- Help the organization define performance goals and measures for fund development; monitor results.
- Create development infrastructure needed to generate new revenue sources including fundraising software, donor information, communications, staff/volunteer training, etc.
- Establish strong internal relationships (staff, board and other volunteers), as well as with the general and donor communities.
- Identify and pursue all appropriate funding opportunities, including grants, social enterprises, and other non-traditional funding opportunities.
- Other duties as assigned to increase and support revenue.

Qualifications

Knowledge, Skills, and Abilities:

At least five years of proven experience and knowledge of:

- ✓ Demonstrated track record in annual giving, program development, implementation, and stewardship, etc.
- ✓ Knowledge of the world of non-profits; exhibits a passion for community work and being a part of innovative problem solving.
- ✓ An expert in major gift programs, including prospect research, cultivation, personal solicitation, acknowledgement, and recognition.
- ✓ Proven success in recruitment, training, and motivation of leadership volunteers.
- ✓ Excellent communicator, both verbally and written; ability to write winning cases for support.
- ✓ Politically and technologically savvy.
- ✓ Knowledge and experience in fundraising and donor software.
- ✓ Ability to share successful outcomes of fund development/grant writing.
- ✓ Highly results oriented and a strong commitment to reaching fundraising goals.
- ✓ The amount of knowledge required would typically be acquired in a Bachelor's degree, and a minimum of 5 years of fundraising experience in professional positions.
- ✓ Membership in a professional fundraising association is expected.