



Lancaster Director of Development

BIG BROTHERS BIG SISTERS OF SOUTH-CENTRAL PA

[www.caphigs.org](http://www.caphigs.org)

**Position Summary:** This position supports the work of Big Brothers Big Sisters (BBBS) of South-Central PA, a leading nonprofit committed to creating one-to-one mentoring relationships that ignite the power and promise of youth. The Development Director will manage all aspects of the agency's development operations including donor acquisition & stewardship, annual & major individual giving programs, solicitation campaigns, corporate & foundation partnerships and fundraising events. Works in collaboration with Vice President of Development to develop team goals, strategies and innovative fund development plans.

#### *Principal Administrative Responsibilities*

- Develop and implement a plan for identifying, qualifying, cultivating, soliciting and stewarding individual, foundation, and corporate donors
- Data management and donor relations, including policies and procedures, gift entry and acknowledgements, donor data, and prospect research
- Oversee the development, coordination and execution of all fundraising events specific to Lancaster and throughout the agency's service territory
- Assist Vice President of Development to set and achieve multi-year and annual agency revenue goals
- Prepare and submit monthly & annual service statistical reports and data reports for CEO & Board of Directors
- Develop new revenue potential with consideration for philanthropic culture/trends, agency endowment, planned gifts and long-term sustainability and growth
- Complete, track and report on donor visits, contacts and asks per month
- Monitor success of solicitations and recommend revised strategies, new fundraising ideas and cultivation opportunities as necessary
- Develop and execute innovative sponsor, donor and volunteer recognition opportunities
- Create & lead satellite office committees to include fundraising and marketing
- Always represent BBBS in a professional manner, providing customer service to both internal and external constituents
- Oversight of marketing & communications to safeguard fund development communication strategies
- Oversee all marketing and public relations to ensure brand consistency, media strategy & social media plan

#### *Qualifications*

- Minimum of a bachelor's degree with a focus in nonprofit management, philanthropy, sales, or related field. 3+ years of fundraising and leadership experience required.

#### *Skills*

- A change catalyst, dedicated to bringing innovation to progress agency philanthropic culture
- Motivated and eager to achieve or exceed expectations
- Continually seeks to improve and develop professionally
- Self-motivator and mission centered leader

#### **Company Overview**

Big Brothers Big Sisters of South-Central PA has been the area's leader in establishing and supporting "one-to-one" mentoring relationships — or friendships — since 1981. The agency serves between 900 and 1,300 children annually throughout Adams, Cumberland, Dauphin, Lancaster, Lebanon, Perry & York Counties.

*Interested candidates should submit a cover letter & resume by February 7<sup>th</sup>*