



BOYS & GIRLS CLUBS
OF METRO SOUTH

Boys & Girls Clubs of Metro South
Job Description

TITLE: Director of Advancement Operations
JOB FAMILY: Advancement
FLSA STATUS: Non-Exempt
REVISED: July 2026

DESCRIPTION:

The Director of Advancement Operations (DAO), reporting to the Vice President & Chief Advancement Officer, will provide high-level strategic, logistical, and administrative support to fuel the growth and impact of fundraising and outreach efforts at Boys & Girls Clubs of Metro South. The Director of Advancement Operations will help to manage and optimize the strategies and systems that are crucial to a thriving mission advancement operation. They will make considerable contributions to a wide variety of central fund development functions including stakeholder communications, community and donor engagement, prospecting, grants administration, project management, and executing essential daily operational and administrative accountabilities of the Advancement Office.

The Director of Advancement Operations, in partnership with the VP & CAO, will support the development, implementation, and optimization of departmental and organization-wide processes to increase philanthropic revenue. They will contribute to building and maintaining various fundraising systems and tools to support the development of reciprocal relationships with funders and partners. In addition to serving as a primary Raiser's Edge CRM database administrator, the Director of Advancement Operations will also oversee the strategy and execution of the Year-End/Annual Appeal and support the implementation of the Strategic Plan across the organization.

The DAO will also contribute to the identification, cultivation, and solicitation of new and existing public and private grant funding partners, ensure compliance with the deliverables of funded grant proposals, and support the stewardship of funding partners through required and unrequired impact reporting, public recognition, partnership events, and other strategic touchpoints. In partnership with the Director of Foundation Relations, the Director of Advancement Operations is responsible for the cultivation, solicitation, and stewardship of all municipal, state, and federal government grants.

The DAO will possess exemplary relationship building, project management, and communications skills, and will demonstrate collaborative and mentorship-minded leadership while employing an entrepreneurial, collaborative, and results-oriented approach to advance our mission and brand through donor engagement, cultivation, and stewardship.

ESSENTIAL FUNCTIONS:

This list below includes essential functions that may or may not be assigned to an individual within this role. They are, however, all areas of focus that fall under the umbrella of this position. These duties do not necessarily constitute a full list of responsibilities.

Advancement Operations & Administration

- Ensure the implementation of the organization's Strategic Plan across departments in partnership with Cabinet and Senior Leadership Teams.
- Support the preparations of large, targeted campaigns and mailings, including the Annual Report, year-end/annual appeal, special event invitations, and holiday cards.
- Utilize Raiser's Edge NXT CRM database to track and report on cultivation and stewardship efforts and outcomes to facilitate relationship maintenance and inform partner cultivation and stewardship strategies.
- Support gift and pledge entry into Raiser's Edge NXT, collaborating with the Director of Donor Relations and the Finance Department to provide gift forms and required backup to support the annual audit.
- Perform other duties as assigned by the VP & Chief Advancement Officer.

Donor Cultivation & Stewardship

- Oversee and manage a portfolio of high-value city, state, and federal agency relationships, developing and steering them to help achieve the organization's strategic revenue goals.
- Support the development and implementation of cultivation and stewardship plans designed to retain and grow government agency engagement, community-building, and mission investment.
- Represent the organization at appropriate community events and meetings to support prospecting and cultivation efforts of government partnerships.
- Utilize the Raiser's Edge NXT database to track and report on donor moves management efforts and outcomes.
- Provide day-of, on-site support for our signature annual fundraising and stewardship events, leveraging these gatherings as opportunities to engage with funders and key partners in attendance.

Grant Research, Writing, and Administration

- Develop, distribute, and direct grant management processes and systems to empower program directors to implement reimbursable grants and ensure all deliverables are met.
- Create/manage tools (i.e. Mission Deliverables Tracker, Reimbursable Revenue Tracker, etc.) to support the communication and tracking of grant deliverables and resource utilization.
- Collaborate with the Director of Foundation Relations, Senior Director of Evaluation & Impact, Finance and HR Departments, and various Program Directors to manage the collection, synthesis, and analysis of programmatic and financial data to ensure compliance with grant deliverables and budgets.
- Provide strategic leadership in the preparation and submission of city, state, and federal grant applications and proposals for portfolio of new and existing funders, including determining appropriate ask amounts, alignment of funding partner priorities, timing of requests, and other key considerations.

- Identify new grant funders, programs, and opportunities that satisfy the financial needs and goals of the organization and individual programs.
- Support in authoring city, state, and federal government grant proposals, serving as the contract administrator for specified portfolio of funded proposals.
- Utilize the Raiser's Edge NXT CRM database to track and report on grant-seeking efforts and outcomes.
- Generate monthly and annual reports for the Advancement Team, President & CEO, Senior Leadership Team, and Board of Directors.

QUALIFICATIONS:

- Understanding of and deep appreciation for the mission, vision, and values of Boys & Girls Clubs of Metro South and the respective roles of all stakeholder groups.
- Bachelor's degree preferred with at least 4 years of related professional experience.
- Prior experience in a nonprofit development or advancement capacity is strongly preferred, along with knowledge of current and emerging trends in fundraising.
- Superior organizational skills, attention to detail, and project management experience, including the ability to work efficiently and effectively to meet deadlines in a cross-functional, team-based environment.
- Demonstrated resource management, budgeting, and analytical skills – including the ability to compile and analyze data for planning and reporting purposes.
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

BOYS & GIRLS CLUB COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved through efficient/effective execution of accountabilities with respect for deadlines and workflows.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact. Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ **Date:** _____