

GREAT FUTURES START **HERE.**



TITLE: *Executive Director of Resource Development*

DEPARTMENT: *Administration*

REPORTS TO: *Chief Philanthropy Officer*

☒ Exempt ☐ Non-Exempt

PRIMARY FUNCTION

The Executive Director of Resource Development provides strategic direction and day-to-day oversight of the organization's comprehensive fundraising and external engagement efforts. In close partnership with the Chief Philanthropy Officer, this role ensures that development strategies are aligned with organizational goals and effectively executed across donor cultivation, solicitation, and stewardship initiatives. The Executive Director leads project management for key fundraising, marketing, and special event efforts—including the Annual Giving program—utilizing a multi-channel approach such as direct mail, email, social media, and personal outreach to engage donors and grow philanthropic support.

KEY ROLES (Essential Job Responsibilities)

- Provide strategic and day-to-day leadership to the Resource Development team, including supervision of the Director of Community Relations, Director of Marketing & Communications, Director of Special Events & Advocacy and the Donor Database Manager.
- Oversee the planning, execution, and evaluation of the organization's annual giving program through direct mail, email campaigns, social media outreach, and personal donor engagement.
- In partnership with the Chief Philanthropy Officer, develop and implement a comprehensive fundraising strategy to support organizational priorities, including annual giving, major gifts, corporate sponsorships, and grant funding (in alignment with the Grants team).
- Lead the development and execution of a comprehensive moves management system to track donor engagement, guide cultivation strategies, and ensure timely follow-up throughout the donor lifecycle.
- Oversee stewardship efforts to maintain and strengthen relationships with current and prospective donors through recognition, impact reporting, and donor engagement strategies.
- Identify, research, and cultivate new funding opportunities across individual, corporate, foundation, and government sectors to diversify and expand revenue streams.
- Support the integration of marketing, communications, and advocacy efforts to elevate the organization's visibility and public support.
- Foster a culture of philanthropy across departments and contribute to building a cohesive, mission-driven team.
- Stay current on fundraising trends, tools, and best practices to continuously improve development strategies and team effectiveness.
- Develop and oversee departmental budgets and resource plans to ensure efficient use of funds and alignment with fundraising goals and organizational capacity.
- Collaborate with Finance and Grants teams to align fundraising efforts with budget planning, financial reporting, and audit requirements, ensuring transparency and accountability in all development activities.

- Monitor fundraising performance and progress toward revenue goals, providing regular updates and strategic recommendations.
- Represent the organization at external events, community functions, and with key stakeholders to enhance public relations and fundraising opportunities.
- Partner with the CEO and senior leadership team to support cross-functional initiatives and contribute to organization-wide planning and development.
- Actively participate in Board committees as assigned by the CEO, providing leadership, insight, and support to advance the organization's strategic and fundraising goals.
- Facilitate regular pipeline meetings with the Resource Development team and key stakeholders to review donor portfolios, assess progress, and refine strategies for cultivation, solicitation, and stewardship.
- Supervise and support resource development staff and volunteers, fostering a collaborative and goal-oriented team culture.
- Ensure accurate donor and prospect records in the donor database, ensuring data integrity and useful reporting.
- Ensure compliance with all fundraising-related regulations, ethical standards, and donor confidentiality policies.
- Additional duties as assigned.

RELATIONSHIPS:

Internal: Maintain close contact with assigned staff to provide technical assistance in matters of fundraising operations; interacts regularly with the Chief Philanthropy Officer, Resource Development team, Chief Executive Officer, Senior Leadership team, additional staff and committees as needed.

External: Maintain contact with external vendors, volunteers, event committee members, sponsors, donors, and other groups to achieve goals and objectives.

SKILLS/KNOWLEDGE REQUIRED

- Bachelor's degree from an accredited college or university.
- Certified Fund Raising Executive (CFRE) credentials preferred.
- Knowledge of Annual Giving best practices, donor prospecting, cultivation and creative stewardship, and fundraising basics.
- Minimum of five years supervising and developing cross-functional teams, with a focus on collaboration and accountability.
- Proficiency in donor database. Ability to track progress and report results with accuracy.
- Strong strategic thinking skills and the ability to develop effective engagement and solicitation strategies for a diverse group of individual donors.
- Understanding of best practice in donor stewardship and experience in developing high-impact, cost-effective stewardship approaches.
- Exceptional written and verbal communication skills; ability to craft compelling donor messaging and represent the organization externally.
- Excellent relationship building skills and the ability to understand the needs and interests of donors. Outstanding listening skills and the desire to hear people's stories.
- Strong organization and time management skills. Ability to manage multiple complex projects, deadlines, and competing priorities with strong attention to detail.
- Deep commitment to the mission, values, and goals of the organization, with a passion for impact and community engagement.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position.

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is often required to stand, walk, reach with arms and hands, climb or balance, lift up to 25 pounds and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Work Environment

While performing the responsibilities of this position, these work environment characteristics are representative of the environment this position will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually moderate to loud.

Disclaimer

The information presented indicates the general nature and level of work expected of the employee. It is not designed to contain, not to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This is not a contract of employment.

Pay: \$110,000.00 - \$120,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

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