

**Leading the Change in Youth Development**

At Boys & Girls Clubs of King County, we are taking youth programming to a new level. We are a leader in youth development, providing a safe, affordable place for kids and teens during critical out-of-school time. Our Clubs offer life-changing programs and services to nearly 20,000 youth throughout the greater Seattle area.

As one of the largest Boys & Girls Club organization in the United States, we have a rich history serving King County youth. If you are passionate about youth development, committed to social justice, love to connect with people, have a proven track record of results with youth, and want to be part of an extraordinary team, Boys & Girls Clubs of King County is for you!

**Opportunity Overview: Philanthropy Officer** (Major Gifts program)

Boys & Girls Clubs of King County is seeking a Philanthropy Officer to sustain and grow investment in young people and their great futures.

The Philanthropy Officer will join a high performing Resource Development team and will play a critical role in sustaining the significant growth pattern in philanthropic investment from individuals. Managing a dynamic portfolio this role prioritizes the support of donors and volunteer leaders with the capacity to give $5,000 and above annually. Along with the Director of Individual Giving and Director of Development portfolios, these donors are central to the strength of the major gifts program.

The Philanthropy Officer must be highly collaborative with the team and high-level volunteers while also remaining acutely focused on the success and growth of the major gift portfolio.

Two Philanthropy Officer positions are currently available, this role and the Philanthropy Officer (Middle Giving) focused on $1,000-5000 giving and volunteer leader support. If you would like to be considered for both positions please indicate this in your application letter.

**KEY RESPONSIBILITIES:**

* Grow major gifts program through individualized relationship development and investment opportunities.
* Manage a portfolio of 100-150 donors, with the intent of deepening engagement in order to secure investments of $5,000 and above, including multi-year commitments that support Club kids and teens.
* Work in partnership with the Director of Development and Director of Individual Giving to develop strategic donor proposals and offers aligning donor passion and key programmatic priorities.
* Create an individualized plan for each donor in the portfolio, including the cultivation, solicitation, and stewardship strategies, including next steps while considering the donor’s interests.
* Lead on gratitude calls for gifts in the $1,000-5000 range from donors not yet allocated to a portfolio, maximizing the opportunities for further engagement.
* In partnership with the Director of Donor Services and Individual Giving Team, regularly review the portfolio to ensure appropriate constituent flow.
* Set and achieve weekly/monthly/quarterly benchmarks for contact reports and proposal submissions.
* Develop collaborative cross-functional relationships with members of the Resource Development team, as well as Club staff throughout the organization.
* Adhere to the highest ethical standards; demonstrate empathy and perseverance.
* Commit to and practice the 10 principles of community-centric fundraising.

**QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES:**

* Dedication to achieving equitable youth development outcomes, including the mission of King County Boys & Girls Clubs.
* Commitment to racial equity and social justice.
* Two to four years of progressively successful results in a resource development role.
* Demonstrated success advancing relationships and strengthening investment from donors.
* Outstanding listening skills and the desire to hear people’s stories.
* Outstanding communication and interpersonal skills; ability to inspire donors through verbal and written communication.
* Demonstrated ability to be work independently.
* Ability to work directly and joyfully with volunteers; providing the necessary coaching, strategic direction, and tactical support they need to be successful with fundraising.
* Strong organization and time management skills; ability to manage multiple deadlines and achieve benchmarks on time.
* Strong data management habits; ability to track progress and report results with accuracy in fundraising database (Raiser’s Edge or equivalent).
* Must be willing to frequently travel throughout King County and club locations.
* Must be willing to work some evenings and weekends, particularly for internal and external events

**HOURS:** RegularFull-time, 40 Hours Per Week

**LOCATION:** Club Service Center, 220 West Mercer St., Suite 410, Seattle, WA 98119

**SALARY RANGE:** $65,000-70,000

**FLSA:** Salaried Exempt (to 1/1/2015)

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

**Physical Requirements:** Long periods of being in a stationary position; operating a computer and other office equipment; frequently moving to/from various work areas; frequently communicating by phone and email; frequently remaining in a stationary position during meetings, discerning meeting content, and exchanging accurate information; frequently moving to/from off-site meeting and/or event locations; occasionally moves supplies and/or equipment weighing up to 20 pounds.

**Working Conditions:** Primary location in typical business office environment, with frequent meetings and event attendance at a variety of off-site locations. This position is currently hybrid, with 2-3 days in the main office each week.

**DISCLAIMER:**

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.*

**Equal Employment Opportunity and Non-Discrimination**

Boys & Girls Clubs of King County (BGCKC) is committed to equal opportunity for all employees and applicants.  BGCKC does not discriminate with regards to hiring, assignment, promotion or other conditions of staff employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.

**SIGNATURES:**

*The above job description has been discussed with me in entirety. By providing my signature below, I agree to the terms and conditions of my employment.*

Employee Name (printed) Date \_\_\_\_\_\_

Employee Signature