

**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** (Middle Giving program)

Boys & Girls Clubs of King County seeks 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 play a critical role in sustaining the significant growth pattern in philanthropic investment from individuals. This role prioritizes engaging with donors with the capacity to give $500-5,000 annually, alongside supporting volunteers joining our Club Advisory Boards.

The Philanthropy Officer must be highly collaborative with the team and volunteer leaders while also remaining acutely focused on the success and growth of their portfolio.

Two Philanthropy Officer positions are currently available, this role and a Philanthropy Officer (Major Gifts) focused on $5,000+ giving. If you would like to be considered for both positions, please indicate this in your application letter.

**KEY RESPONSIBILITIES:**

* Strengthen major gifts pipeline through personalized relationship development and investment opportunities.
* Manage a portfolio of 300 - 350 donors and volunteer leaders, deepening engagement in order to secure one-time, recurring, and multi-year commitments that support Club kids and teens.
* Create communication plans and appeals for identified donor segments within the portfolio, including the cultivation, solicitation, and stewardship strategies.
* Lead on gratitude calls for gifts in the $500-999 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.
* Support the recruitment and lead the onboarding of volunteer leaders interested in joining a Club Advisory Board.
* Support Club Advisory Board members engagement in key events across the year, including their procurement of silent auction items and volunteering at youth focused celebrations.
* 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 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:** Full-time

**LOCATION:** Club Service Center, 603 Stewart Street, Suite 300, Seattle, Washington, 98101 **SALARY RANGE:** $65,000-70,000

**FLSA:** Exempt (to 1/1/25)

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