



## JOB DESCRIPTION: Sr Director of Development

The Downtown Boxing Gym Youth Program ([www.dbgdetroit.org](http://www.dbgdetroit.org)) is a nonprofit after-school program for students ages 8-18. Through education, athletics, mentorship and intervention, the Downtown Boxing Gym (DBG) empowers Detroit students to become positive and productive members of society.

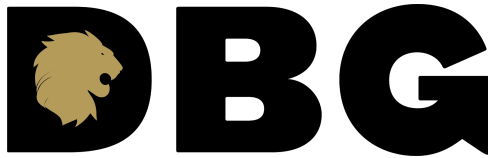
That's our official description, now here is the truth - we are an after school movement! Each day we invest all that we have into every child that we are committed to serving. Each child deserves our very best and that is the promise that all our team members are dedicated to deliver. To be considered to join the DBG family you must be a chameleon of talents - willing and able to lend a hand in all areas, possess the highest level of integrity - modeling behaviors that have a positive impact on our kids, and most importantly - a "can do/will do" attitude. Bottom line, we are looking for someone who is more than the usual fundraiser, you are also looking to be in the business of transforming lives. If this describes you, please read on...

DBG is seeking a full-time **Sr Director of Development** to lead our Fund Development staff (Development Director and Development Analyst) by developing and managing our fund development program and setting the course for the annual campaign with full accountability for its outcomes. This role reports directly into our Executive Director (ED) and it provides consultative input for all aspects of the DBG funding needs. This person must have a high level of attention to detail, work well with ambiguity and have a gift with connecting with people that is easily discernible. The senior director should have extensive experience in securing five and six-figure gifts from a variety of donors (corporate, foundations and individuals) as well as relevant knowledge of nonprofit accounting and strategic marketing platforms. S/he must have strong presentation and public speaking skills, and be an expert relationship builder with c-suite executives in the Detroit market.

## RESPONSIBILITIES

### Fund Development Strategy

- Cultivate a pipeline of donors to ensure annual fundraising goals are met
- Create holistic program with the ED to align what percentage of the annual fundraising goal each DBG department is responsible for (e.g. Board, Executive Leadership, Corporate Giving, Foundations, Major Gifts, Individual Donors, etc)
- Create and execute a Long-Range Plan (LRP) strategy to develop and maintain donor engagement and relationships. To include an annual process outlining different avenues to expand current/new fundraising, marketing and awareness opportunities
- Using our Salesforce software, build and execute processes and systems to efficiently manage all aspects of fund development, including our current donor tracking and fundraising processes
- Identify and manage fundraising activities to meet monthly, quarterly and annual targets with specific and measurable tactics and goals



- Set vision for fundraising events; Present key content and messaging; Own event goals and ensure that targets are achieved

### **Leadership/ Management**

- Drive for process and action-oriented results; Create and foster a team culture that encourages the creative pursuit of funds in a seemingly scarce environment
- Work with team and Finance leads to ensure grant deliverables are met, implemented with fidelity, and on budget. If grant not selected, perform in-depth analysis with team to determine what worked/didn't work and how to continue to cultivate the relationship for future grants
- Board development: Cultivate and work directly with ED re Board membership deliverable expectations and running their strategic planning sessions in preparation of campaign launches

### **Communication**

- Ensure appropriate communication of all proposals for donors/ major gift asks to DBG executive leadership, management and the Board.
- Ensure integration with the organization's program and financial strategy to drive short- and long-term fundraising plans
- Communicate progress against targets, changes in program goals and implementation to required parties

### **Working Conditions**

- Physical demands: This role is a combination of computer/desk work and local travel to meetings in support of fund development efforts
- Environment demands: The role is mainly indoors. Depending upon activity, may be in the main gymnasium (noise levels when children are present) or in back office setting

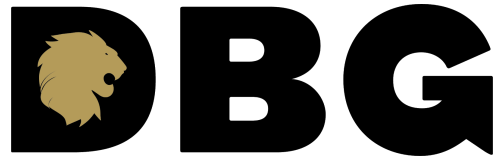
## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree and at least 10 years' relevant experience in development and fundraising.
- CFRE credential is desired
- Must have a valid driver's license and pass background checks
- Experience and contacts in the Metro Detroit area are a plus
- Clearly communicate and express ideas effectively through verbal conversation; presentations and in writing for a wide variety of audiences
- Comfortable working with technology and data systems
- Superior time management and organizational skills required
- Ability to work with minimal supervision – self-motivated & confident

## **COMPENSATION**

Based on experience. Full benefits are included.



*At DBG we go above and beyond, not because we have to, but because we want to!*