**DEVELOPMENT DIRECTOR**

**JOB DESCRIPTION**

**GENERAL DEFINITION OF WORK:**

Boys Home of Virginia, a non-profit organization located in Covington dedicated to providing educational, residential, and character development opportunities for young boys, is seeking a highly motivated and dedicated Development Director

Reporting directly to the Executive Director and supporting the Board of Trustees Development Committee, this position entails designing and implementing comprehensive fundraising strategies, cultivating strong relationships with donors and supporters, and overseeing the successful execution of fundraising initiatives. The Boys Home Director of Development is charged with developing fundraising efforts to grow the current operations. By spearheading these efforts, the Development Director directly contributes to the long-term sustainability and growth of our organization and mission, ensuring that we can consistently provide life-changing opportunities for the young men we serve. This role involves travel throughout the state of Virginia; details about schedule flexibility can be discussed with the selected candidate.

**DUTIES AND RESPONSIBILITIES:**

* The successful candidate will form a working partnership with the Executive Director
* Formulate a long-term, fully integrated fundraising growth strategy in collaboration with the Executive Director and Board of Trustees to meet the fundraising goals of the organization.
* Staff the Board of Trustees Development Committee and support Board of Trustee engagement and fundraising.
* Identify and secure new foundation support and manage a portfolio of high-net-worth donors and prospects that includes a systematic approach of cultivation, stewardship, personal visits, outreach, and engagement.
* Develop and oversee a strategic stewardship plan and corresponding collateral designed to ensure donors fully understand the impact of their giving.
* Build and maintain strong relationships with Boys Home alumni, current parents, former parents, trustees, students, colleagues, and external partners.
* Manage, update, and analyze donor databases to record contact information, and preferences. Utilize data-driven insights to inform and enhance fundraising strategies, better understand donor habits, identify potential major donors, and forecast future giving.
* Supervise, support, and mentor the day-to-day activities of the Development team of four to maximize their performance and grow in their abilities.
* Baseline, assess, and evolve comprehensive development staff capability inclusive of Major Gifts, Corporate, Estate and Annual fundraising.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Commitment to the mission and values of Boys Home of Virginia and a passion for making a positive difference in the lives of young boys.
* Strong knowledge of fundraising principles, techniques, and best practices, including donor cultivation, grant writing, and event management.
* Excellent interpersonal and relationship-building skills, with the ability to effectively engage and inspire donors, volunteers, and staff members.
* Strong coaching, mentoring, and supervisory skills that build and create high performing teams.
* Exceptional written and verbal communication skills, with the ability to articulate the mission and impact of Boys Home of Virginia in a compelling manner.
* Strong organizational and project management skills, with the ability to multitask, prioritize, and meet deadlines.
* Proficiency in using fundraising software and tools to manage donor databases, track donations, and generate reports.

**EDUCATION AND EXPERIENCE:**

* Bachelor's degree preferably in a relevant field (e.g., Nonprofit Management, Business, Communications, or a related discipline).
* At least 5 years of proven experience in nonprofit fundraising, with a track record of successfully meeting fundraising targets and securing major gifts.

**IMMEDIATE SUPERVISOR: Executive Director**

**JOB LOCATION: Covington, VA - Hybrid**

**COMPENSATION:**

Boys Home of Virginia offers a competitive compensation package commensurate with the experience and qualifications of the candidate. The salary range for this position is $75,000 to $90,000.

Boys Home of Virginia is an equal opportunity employer and encourages applicants of all backgrounds to apply. We are committed to providing an inclusive and welcoming environment for all members of our staff.