

Position title	Department	Reports to
Development Director	Administration	CEO/ Executive Director
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	9-16-2024
Co-Supervises	Salary	
Accounting & Operations Administrative Assistant	\$70,000-\$80,000 annually, based on experience	

### **About Us**

Since 1995, Big Brothers Big Sisters of San Luis Obispo County has served young people on the Central Coast with youth mentoring services. Our work supports our belief that every child has the ability to succeed and thrive in life. Big Brothers Big Sisters makes meaningful, monitored mentor matches between volunteers (Bigs) and youth (Littles). Through our commitment to quality and innovation, and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

***Our Mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.*** As noted by our vision, we are driven by a future in which all youth achieve their full potential.

### **Position Summary**

BBBS SLO County strives to achieve brilliant storytelling, inspiring cultivation, and exceptional stewardship that result in the acquisition of the resources, both volunteers and donors, that the agency needs to run successful, effective programs.

We are looking for a goal-oriented, passionate, and energetic leader to drive our fundraising and marketing efforts forward. This person will be responsible for donor acquisition, grant writing, and fundraising events including an annual giving program, major gift cultivation and solicitation, corporate giving, foundation giving, and planned giving. Responsibilities also include implementing, sustaining, and evaluating an effective marketing and public relations program that advances the mission of Big Brothers Big Sisters of San Luis Obispo County. Working closely with the CEO, the Board Development and Marketing Committee, staff, vendors, and consultants.

***BBBS SLO is honored to be recognized as a Family-Friendly Workplace!***

### ***Essential Duties and Responsibilities***

The essential functions include, but are not limited to the following:

1. Development and Fundraising
  - Develop and implement a plan for identifying, qualifying, cultivating, soliciting and stewarding individual, foundation, grants, and corporate donors.
  - Responsible for building and managing relationships with major donors in concert with CEO. Assists in closing major and planned gifts.
  - Manage donor stewardship, database, gift entry and acknowledgement and prospective donor research.
  - Plan and implement all agency fundraising special events.
  - Set and achieve, in close collaboration with the CEO, multi-year and annual agency revenue goals.
  - Prepare and submit timely reports for grant compliance and administration.
  - Staff the Board Development and Marketing Committee working closely with members to maximize board involvement in the cultivation, solicitation, stewardship and marketing processes.
  - Manage relationships with community partners.
  - In close collaboration with the CEO, develop and oversee the income budget for individual, major, corporate and legacy gifts, grants, and special events.
  - Collaborate with staff to implement recognition efforts for donors.
  - Maintain knowledge of Big Brothers Big Sisters of America marketing and funding opportunities and incorporate into BBBS SLO plan when applicable.
  
2. Marketing and Brand Management
  - Design and implement BBBS SLO communications plan to achieve goals.
  - Implement metrics to evaluate the success of communications activities.
  - Position BBBS SLO as the premier youth mentoring organization in San Luis Obispo, CA
  - Identify unique and cost-effective ways for BBBS SLO to communicate with its target audiences.
  - Develop and implement the agency's web-based strategies, including maintenance of agency website, e-news communications, blogs, social media and other tools as necessary.
  - Distribute press releases and secure placement in media outlets for stories, events, etc.
  - Oversee development of agency collateral materials including key print pieces and promotional items in alignment with our brand guidelines and with consideration of all departmental needs.
  - In partnership with the agency CEO, act as agency spokesperson and secure external communication opportunities.
  - Identify and implement strategies for BBBS SLO to capitalize on National Mentoring Month (January).

- Plan, create, and implement agency advertising strategies such as commercials, print ads, brochures, etc.
- Coordinates staffing for tabling opportunities to spread the word about BBBSSLO's mission and recruit volunteers and supporters.

### 3. Other Responsibilities

- Participates with local, regional, national organizations and attends workshops and seminars in alignment with role, as needed.
- Assists CEO with special projects and other duties as assigned.
- Models and practices 360° customer service with co-workers, volunteers, program participants and the community.

### **Qualifications**

- Minimum bachelor's degree in marketing, hospitality, communications, PR, sales or related field from an accredited university or equivalent experience. CFRE Preferred.
- Must have 2-5 years of related work experience in fund development, events management, marketing, communications and/or public relations in a nonprofit setting. Experience in youth development field, a plus.
- Demonstrated ability in donor and fund management.
- Bilingual in English and Spanish is preferred.
- Reliable personal transportation, valid driver's license, and state required automobile insurance minimums.

### **Required Skills and Experience:**

- **Resourceful & Tenacious:** Persists; finds ways to overcome challenges in a fast-paced environment. Excellent organization and time management skills.
- **Excellence:** Is committed to high-quality work and outcomes.
- **Adaptability:** Can adjust to new conditions and manage stress with positivity.
- **Customer Focus:** A passion for empowering youth, cares about the satisfaction of all Bigs, Littles, parents and other BBBS stakeholders, including staff.
- **Oral & Written Communication:** Compelling public speaker and storyteller. Demonstrated excellence in connecting, inspiring, and motivating others for effective results.
- **Detail and results-oriented:** Must work with a high degree of flexibility, accuracy, and attention to detail in a fast-paced environment. Committed to goal setting and achievement.
- **Ethical:** Understanding of and commitment to professional fundraising ethical standards.
- **Mentor:** Effective coaching skills for use in the management and support of staff, interns, and volunteers.
- **Tech savvy:** Proficiency in Microsoft Office 365, Salesforce, WordPress, Canva, Social Media platforms, automated forms, and calendaring systems. The ability to quickly learn, implement, manage and train others on new technologies.

We want people of all backgrounds to see themselves represented and included in our work, so we actively seek to diversify our team and bring more voices to the table. We know that teams perform at their highest when they feel supported and that they belong. Each of our team members brings unique perspectives and skills, and we are committed to building a culture where voices are heard, differences are celebrated, and everyone has the opportunity to do meaningful work. We are truly bigger and better together!

### ***Physical Demands and Work Environment***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Minimal physical requirements include walking, standing, sitting, and/or standing at workstation, normal busy office environment.
- Able to lift and carry up to 25 pounds
- Must be able to work proficiently with computers and other office equipment.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving record check.

### ***Benefits***

Our generous employment package includes:

- Medical, Dental, and Vision Insurance
- Paid Time Off:
  - 12 holidays
  - Accrual of 120 hours of personal time off.
  - An allotment of 64 hours of paid sick time per year.
  - The week off between December 25th and January 1st.
- Opportunity to work with a dedicated and passionate team, supporting local youth and contributing to a meaningful cause.

### ***Equal Employment Opportunity***

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity or non-disqualifying physical or mental handicap or disability.

### ***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

***Hybrid Work Environment***

Employees may be allowed to work from home (WFH) occasionally, after the first 90 days of employment, depending on their role and other factors as defined by their manager. Working from home is a privilege that may be revoked at any time. BBBS SLO may require that an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have a track record of reliable work performance, access to reliable internet and a space that is free from excessive noise or distraction. Employees who work from home must work regular office hours and maintain a professional appearance for online meetings.

***Note***

The above statements reflect the general duties, responsibilities, and competencies necessary to perform the job's essential duties and responsibilities. They should not be regarded as a detailed description of all the work requirements of the position. BBBS SLO may change the specific job duties with or without prior notice based on the organization's needs. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

***How to Apply***

Email your resume and cover letter to Stacy Salame, CEO/ Executive Director, at [stacy@slobigs.org](mailto:stacy@slobigs.org) with "Your Name – Development Director" in the subject line.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

<p><b><i>Presented to candidate by:</i></b></p> <p>Signature:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>	<p><b><i>Received and accepted by candidate:</i></b></p> <p>Signature:</p> <p>Name:</p> <p>Date:</p>
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