



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Director of Annual Giving
Reports To:	Chief Development Officer
Salary Range:	\$60,000 - \$70,000 based on experience

Job Summary

The Director of Annual Giving is a dynamic and multi-tasking fundraising professional who is responsible for securing significant annual revenue for the Boys & Girls Club of Collier County. Director of Annual Giving will be expected to develop fundraising strategies focused on engaging, cultivating, soliciting, and stewarding donors up to approximately \$5,000. The position will implement strategies with particular emphasis on outreach with donors, increasing monthly giving, and growing revenue from annual fund supporters. The Director of Annual Giving will work independently and collaboratively as part of the Development Team.

Key Responsibilities

- Manage a portfolio of individual donors who give up to approximately \$5,000 annually; maintain personal contacts and involvement activities for these donors
- Achieve monthly targets on donor cultivation, solicitation and stewardship activities and keep accurate engagement records
- Work in coordination with the Chief Development Officer and the communications team to design and manage direct marketing efforts focused on messaging to annual fund and mid-level donors, including multiple direct mail/email appeals annually and regular digital communication
- Develop and manage individual donor-specific written materials, including solicitations, renewals, stewardship communications, and program updates
- Coordinate the development and assist in the production of the Annual Report
- Supervise the Donor and Database Manager to ensure all gifts, including in-kind donations, are accurately recorded and entered DonorPerfect, and acknowledgement letters are sent within 72 hours
- In conjunction with Marketing Firm, develop and lead constituent giving efforts through direct mail, email, social media, and other campaigns
- Manage vendor relationships to ensure successful direct mail and email campaigns
- Assist in the planning and oversight of cultivation, stewardship, and recognition events

Experience & Qualifications

The successful candidate will have a minimum of 3 years of direct fundraising experience with demonstrated experience engaging directly with donors, and employing moves management processes to encourage increased giving. Candidate will also have the ability to handle sensitive information with discretion



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The successful candidate will also have strong attention to detail, excellent organizational skills, demonstrated ability to manage multiple priorities with competing deadlines, and the ability to work independently. Knowledge of and experience with databases, especially DonorPerfect, a strong plus.

Additional Qualifications

As a person you are:

- A passionate and high-energy fundraiser— you love building connections through donor cultivation and bring versatile development knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

Education

Bachelor's degree required. CFRE designation a strong plus.

To Apply

Qualified interested candidates will send resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP