



**BOYS & GIRLS CLUBS  
OF MAGIC VALLEY**

**POSITION DESCRIPTION**

---

**TITLE:** Director of Strategic Development

**PERFORMANCE**

**PROFILE SOURCE:** Executive Professional

**DEPARTMENT:** Development

**REPORTS TO:** Chief Executive Officer, Development Director, Director of Operations

**COMPENSATION:** \$55,000-\$60,000 DOE, Contracted Employee

**PRIMARY FUNCTION:**

Our organization seeks an experienced independent contracted employee to complete a variety of projects and assignments as defined below. The contract is one year with the possibility of renewal. Our ideal candidate is highly skilled in development, can work under minimal supervision, and has a flexible schedule. The Director of Strategic Development works with the Chief Executive Officer, Development Director, Director of Operations and Board to plan and execute development strategies.

***JOB SUMMARY***

The Director of Strategic Development will act as a catalyst for Club growth and an attractor of opportunity by monitoring, advising, and acting upon expansion opportunities in the community. Additionally, the Director of Strategic Development leads the development and interagency partnerships with education, youth services, school funding, workforce and economic development stakeholders to streamline services and resources. Visit BGCA to learn more about our organization and mission. <https://www.bgca.org/>

***KEY ROLES (Essential Job Responsibilities)***

- Identify and pursue growth/expansion opportunities with schools and cities/municipalities consistent with organization strategic plan.
- Establish and lead interagency partnerships with education, youth services, school funding, workforce, and economic development stakeholders to streamline services and resources.
- Conduct feasibility study to determine community needs and potential for fundraising
- Navigate Federal/State/County/City/Local funding opportunities

- Develop contact lists for community-based organizations, faith-based groups, neighborhood associations, advocacy groups, businesses, and public officials in the communities the Club will serve.
- Develop and maintain relationships with key donors and community partners.
- In collaboration with executive leadership and Board, develop and implement a strategic plan for resource development efforts:
- Researches and analyze agency, corporate, individual and foundation donor base and recommended solicitation strategies.

### ***Board/ Committee Development***

1. Identify, recruit and train board/committee members to participate in solicitation and other income development activities.
2. Encourage and support board committees responsible for planning and implementing development activities.

### ***Relationships***

- Maintain close, daily contact with CEO and leadership team to discuss opportunities, develop strategy, and provide/receive information.
- Maintain contact with community-based organizations, faith-based groups, neighborhood associations, advocacy groups, businesses, and public officials.
- Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.
- Maintain a close relationship with Director of Development to leverage shared relationships, marketing opportunities, and for crafting bid proposals with support of Grant Coordinator.

### ***Additional Responsibilities***

- Other duties as assigned

### ***Skills/Knowledge Required***

- A minimum of a Bachelor's degree from an accredited college or university, or equivalent experience.
- Work experience in advocacy, or education/youth development funding.
- Demonstrated ability to work in communities where diverse populations reside.
- Demonstrated ability in developing relationships for growth initiatives.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Strong communication skills, both verbal and written.
- Demonstrated leadership skills.

### **ENVIRONMENT AND WORKING CONDITIONS**

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

**PHYSICAL AND MENTAL REQUIREMENTS**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

**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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability. I agree to a background check to be performed by the Boys & Girls Clubs of Magic Valley.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CEO**

\_\_\_\_\_  
**Date**

Please send a cover letter and resume to [lwestburg@bgcmv.com](mailto:lwestburg@bgcmv.com) by December 31<sup>st</sup>, 2021.