



Director of Fundraising & Individual Engagement Full Time Position

Position: Director of Fundraising & Individual Engagement - Full Time

Reports To: Development Director

Salary Range: \$60,000 to \$85,000

Starts: February 2018

Job Description: Boys & Girls Clubs of Mercer County seeks a Director of Fundraising & Individual Engagement to be directly responsible for managing the organizations volunteer program, major gifts, individual giving program, and private foundation grants. This involves working and coordinating efforts with staff, Board of Trustees, and volunteers. Job tasks involve managing projects, planning, supervision of volunteers, marketing, and budgeting. As part of the Development team they also support organizational special events and departmental activities.

Qualifications:

- Degree from an accredited college or university, or equivalent experience.
- At least 4+ years' experience in the fundraising field.
- Experience in individual & major gifts.
- Experience and a proven track record in grant writing.
- Strong communication skills, both oral and written.
- Demonstrated collaboration and communication skills in order to work effectively with a wide range of people from diverse backgrounds and with different experience levels.
- Strong organizational skills and ability to prioritize tasks and manage projects simultaneously.
- Must be detail oriented and able to work independently and as part of a team and with all levels of staff.
- Commitment to the mission of the Boys and Girls Clubs of Mercer County.

This is a full-time salaried position, which includes a full benefit package comprising medical, life insurance, disability, and profit sharing 401K plan.

Disability Specifications - Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to type or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally required to lift and/or transport items that may weigh 25 lbs. or less.

Work Environment:

This position is performed in a traditional office environment and at Club sites, and requires attendance at evening and weekend events. Occasional domestic overnight trips to attend business meetings, conferences, and related professional events may be required.

The Boys & Girls Club of Mercer County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or other characteristic protected by law.

To Apply:

Send Cover letter and resume to the Human Resources Department of the Boys & Girls Clubs of Mercer County at: hr@bgcm Mercer.org or to the following address: 212 Centre Street, Trenton, NJ 08611.