JOB POSTING

Director of Administration and Development

Job Summary

This position oversees critical administrative functions with primary concern for resource development; public relations; human resources; program evaluation and reporting; fiscal management, and strategic planning. As a member of the senior management team, the Director of Administration and Development will help lead the agency in fulfilling its mission of providing the needed leadership, guidance, and inspiration that will help girls and boys grow up to be responsible adults.

Responsibilities

Under the supervision of the Chief Professional Officer, this position is responsible for:

- *Resource Development* – Identifying and creating grant proposals; cultivating and stewarding donors; coordination all aspects of fundraising events; overseeing the Annual Campaign; and managing relationship as an affiliate agency of the United Way.
- *Public Relations* – Overseeing all marketing aspects of the organization including coordination and/or creation of marketing materials and content for newsletters, brochures, special event collateral and website; speaking on behalf of the organization in the community; and managing the promotion of organizational outcomes.
- *Human Resources* – Hiring staff members for all Club locations; maintaining accurate personnel records; working closely with program staff on scheduling and identifying staffing needs; and managing disciplinary issues.
- *Program Evaluation and Reporting* – Creating and implementing outcome measurement goals and objectives; developing measurement tools; training staff at all levels on accurate, effective evaluation; maintaining impeccable records; and writing and submitting all program reports to funders.

- *Fiscal Management* – Working closely with the Board, Chief Professional Officer, and Office Manager to create and analyze the annual budget; managing all fiscal aspects of grant management; and maintaining accurate financial records for grants, special events, United Way, and any reimbursable funding sources.
- *Strategic Planning* – Working closely with the Board and Staff Members to conduct self-assessments of the organizational strengths and weaknesses and to create strategic action plans with achievable and realistic goals and objectives that will guide the organization towards mission achievement.

Qualifications

A successful candidate will possess the following:

- Bachelor's Degree in Non-Profit Administration, Business, or a related field.
- 3-5 years administrative experience in a non-profit agency that includes background in human resources, resource development, staff management, and strategic planning.
- Ability to organize, plan and coordinate operations in a multi-unit organization.
- Demonstrated experience with all aspects of resource development.
- Experience with foundation, corporate, state, and federal grants.
- Strong fiscal management skills and budgeting experience.
- Excellent written and verbal communication skills.
- Experience successfully maintaining and strengthening relationships with Board of Directors, staff, donors, community partners, and target populations.
- Previous experience supervising staff members.
- Working knowledge of youth-related issues.
- Demonstrated background in outcome measurement and evaluation.
- Strong organizational skills and ability to handle multiple tasks with little direction.
- Experience working with the United Way preferred.

The Boys & Girls Clubs of Greater Kalamazoo offers a competitive salary and benefits package.

Qualified candidates should submit cover letter, resume, and salary requirements to:

roberte@bgckzoo.org

Boys & Girls Clubs of Greater Kalamazoo
Attn: Robert Ezelle
915 Lake Street
Kalamazoo, MI 49001

No phone calls, please.