

WE ARE HIRING A NEW

# *Director of Development & Advancement*

---

The Martha's Vineyard Boys & Girls Club is searching for a Director of Development & Advancement who can efficiently handle the Club's fundraising strategy. The Director of Development & Advancement would be responsible for donor prospecting, cultivation, engagement, grant writing and compliance, Club events, and targeted charitable giving campaigns.

Any interested persons who wish to apply for this position, please submit your interest and resume to:  
[office@mvgclub.org](mailto:office@mvgclub.org)



**MARTHA'S VINEYARD**  
BOYS & GIRLS CLUB

*Martha's Vineyard Boys & Girls Club is an Equal Opportunity Employer*

## RESPONSIBILITIES

- Serve as an ambassador and spokesperson, articulating the organization's mission to external stakeholders.
- Oversee special projects and initiatives as directed by the Executive Director or Board, including capital campaigns, planned giving, and corporate social responsibility (CSR).
- Lead fundraising efforts, including the final phase of the "Build. Belong. Become." Capital Campaign, aiming to raise \$3.5 million in the first year.
- Cultivate individual donors and leverage the existing donor database for the Capital Campaign.
- Serve as a liaison between the Capital Campaign Committee, the MVBGC Development Committee, and the Board.
- Lead the execution of a strategic marketing plan encompassing community partnerships, media relations, sponsorships, newsletters, and website development to promote the Club.
- Manage face-to-face donor visits and annual campaigns to secure funding from existing donors, prospects, private foundations, and other source.
- Identify grant opportunities, write proposals, and manage grant compliance and reporting.
- Identify and create opportunities to build public awareness of the Club's services, programs, and activities.
- Oversee the development of promotional materials for events and programs, including newsletters, public service announcements, flyers, and website content.
- Manage and support special events such as the MVBGC Annual Golf Tournament, Annual Club Fundraiser, Christmas in Edgartown, and community engagement events.

## QUALIFICATIONS

- Bachelor's degree or equivalent preferred
- Nonprofit Management Expertise: Proven success in nonprofit operations, particularly in development, marketing, or management, with a strong understanding of nonprofit missions.
- Relationship Building: Demonstrated ability to cultivate and maintain positive working relationships with diverse stakeholders, including boards, staff, volunteers, donors, and community partners.
- Communication and Organization: Excellent verbal and written communication skills, combined with strong organizational abilities.
- Tech Savvy: Proficient in essential computer skills like Microsoft Office Suite, database management, social media platforms and website maintenance.