



Greater Halifax Clubs

Director of Development and Communication

Are you interested in work that makes a difference in the lives of young people in your community? Are you passionate about providing children and youth with access and opportunity that leads to their great futures? If so, joining our team at **BGC Greater Halifax Clubs (BGCGH)** provides a meaningful way to advance your career. We are seeking a dedicated and detail-oriented individual with excellent communication skills to join our team as our new Director of Development and Communication, located at 50 Caledonia Rd. in Dartmouth, NS.

BGCGH brings out the best potential in every child. Our six Club sites offer children a safe, affordable, enriching, and fun place to go after school. We provide challenging activities that encourage healthy living, personal growth, learning, and community involvement. We build self-esteem through supportive mentors and engaging activities that challenge and enrich the mind, body, and spirit of each child

You and Your Role:

The Director of Development and Communication

- Enjoys calendar and project management, being responsible for coordinating community grant, communications, and volunteer needs.
- Is a storyteller, staying closely connected to Club activity in an effort to share outcomes with supporters to demonstrate the impact of their generosity and attract new donors to our organization.
- Is a fantastic multi-tasker, able to take on a variety of administrative tasks necessary to the development function.
- Is team-oriented, understanding the important role each individual plays in our culture of philanthropy. This role will report to and work closely with the CEO.

Job Responsibilities:

Managing our community, government, and foundation grant process (35%)

- Research, write, and secure grants from government bodies, corporations, and foundations, in consultation with the CEO.
- Prepare all reports for grants, maintaining a calendar to track upcoming applications, reporting deadlines, and proposals in progress.
- Coordinate the acknowledgement, recognition, and stewardship of grants awarded to BGCGH.

Communications coordination and development (35%)

- Manage the development and execution of an annual communications calendar, ensuring that we stay consistent with our brand.
- Create communication plans and content specific to development events, cause campaigns, and other strategic initiatives.



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- Manage our web presence, developing compelling content and timely updates for our website, with a keen focus on donor engagement, education, and acquisition.
- Collaborate on a quarterly newsletter that includes announcements, program updates, organization achievements, and donor acknowledgements.
- Assist with content acquisition (videos, photos, stories), development and design of development publications, collateral, and appeals.
- Develop communication lists, ensuring records are correct, usable, and maintained

Development operations (30%)

- Gift recording and acknowledgement
- Maintain donor records and coordination with email lists
- Become efficient utilizing our donor database (DonorPerfect), pulling reports and data.
- Form and foster positive relationships within our service communities.
- Other duties as assigned

The Ideal Candidate:

You have excellent interpersonal, verbal, and written communication skills, with the ability to communicate effectively at all levels. You know how to communicate a need that inspires others to action and secures funds. You are a dependable, approachable, flexible, detail-oriented person who excels at project and calendar management, working well both collaboratively and independently. This role is both strategic and tactical, requiring the ability to think big while minding all the small details. You are relationship-driven and will maintain a high level of donor confidentiality. You are energized by your work and understand your significance within the strategic priorities of BGC GH.

In addition:

- 3+ years of development experience
- Communications and marketing experience in a non-profit setting preferred
- Previous experience in grant writing and donor database management

Our Investment in You:

- Health and wellness benefits
- Life insurance
- Paid time off
- Professional learning opportunities
- A positive work environment and commitment to work-life balance

How to apply: Please submit an updated resume and cover letter stating your desired salary range, and why you are interested in the position by 5/20/22. Please include a separate writing sample such as an impact story, donor stewardship email, or community partner in-kind solicitation or stewardship letter. Incomplete submissions will not be accepted.

Apply to: tracy.durkee-jones@bgcgh.ca