

**Job Description**  
**Director of Development**  
**Bay Area Outreach & Recreation Program (BORP)**

**Reports to:** Executive Director

**Status:** Exempt. 32 to 40 hours week (negotiable)

**Background:** BORP was founded in 1976 and is the leader in the field of adaptive sports and recreation in Northern California with a stellar reputation for providing game-changing opportunities for children, youth and adults with physical disabilities. BORP is looking for a highly motivated person to translate BORP's success story into increased fund raising results. With a current operating budget of approximately a \$1,000,000 we are seeking to increase our development revenues from private philanthropy sources (currently \$600,000), over the next several years.

**Responsibilities**

The overall goal of this position is to manage and grow BORP's fundraising program, creating, implementing, and managing successful strategies to attract, renew and upgrade individual, corporate and foundation donors. Specific responsibilities include:

- Manage the annual giving program.
- Assist Executive Director with identifying, cultivating, and soliciting major gifts.
- Work with the Executive Director to identify and successfully solicit corporate and foundation donors; researching new grant opportunities, preparing letters of inquiry and grant proposals.
- Provide overall direction and support for BORP events, and supervise the Development Associate.
- Develop a planned giving program.
- Work with the Development Associate to:
  - maintain and provide updated information on BORP's web site, in social media, a regular newsletter, and through other channels.
  - develop other appropriate communication vehicles, including engaging the media.
- Other duties as assigned.

**Required Qualifications:**

- Demonstrated success in a senior level fundraising position.
- At least three to five years of experience leading an annual fundraising program and soliciting major gifts.
- Experience managing events.
- Strong, demonstrated skills in written communications, and relationship building.
- Experience leading and working with a volunteer board to achieve fundraising results.
- Hands-on experience with fundraising database systems (BORP currently uses DonorPerfect).
- Strong command of Microsoft Office software programs.
- Passion for BORP's mission.

- High energy and enthusiasm.

### **Helpful Qualifications**

- Current CFRE or ACFRE certification.
- Experience with foundation and/or government funding.
- Experience working in the disability field.
- Undergraduate or graduate college degree.

### **Compensation**

This is a full-time (32-40 hours week), exempt position; competitive salary DOE, with excellent benefits package including health/dental/vision insurance, Simple IRA with employer match, three weeks' vacation and sick days.

### **To Apply**

Send cover letter and resume to [rick@borp.org](mailto:rick@borp.org). In the cover letter make a strong case for your qualifications and experience as they pertain to this job description.

Resumes will be accepted until the position is filled. Qualified candidates selected to proceed in the process will be contacted directly by our staff to schedule an interview. No phone calls will be accepted.

BORP prohibits discrimination in the recruitment and hiring of employees on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.