



BOYS & GIRLS CLUBS
OF STONEHAM & WAKEFIELD

Boyden Executive Search Contact

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Position Summary

This is an excellent opportunity for an experienced, successful frontline fundraiser and manager to lead a growing Development team at the Boys & Girls Clubs of Stoneham & Wakefield. This thriving, rapidly expanding organization seeks a dynamic, organized, and strategic leader to manage and maintain great relationships within a growing Development team, an engaged board of directors, our CEO, CPO, CEO, and a growing portfolio of major gift, annual, and foundation/corporate donors.

Reporting to the CEO, this newly created role will bring the Development function into its next era of success. The Chief Advancement Officer will build the Development team, which raised nearly \$2.6M in FY2023, expanding it from 3 FTE to 5 FTE. The role will also build out Development infrastructure and procedures and carry their own portfolio of prospects and donors. This opportunity is ideal for a goal-driven leader who loves to promote mission-driven work to prospects and donors, enjoys coaching and developing team members, delivers exceptional stewardship/customer service, and understands the importance of a strong fundraising infrastructure, policies, and database.

Essential Job Functions

The Chief Advancement Officer will have specialized expertise and documented success in managing and growing a successful Development team and fostering a culture of philanthropy organization-wide.

- Build out an effective Development team to focus on Development operations, events, corporate and foundation support, and expanding portfolios to include new cities and towns of B&GC operation (e.g., Melrose, Saugus). Provide ongoing supervision, guidance and coaching to the team.
- Create an annual Development plan with input from the CEO to define key funding priorities, goals and metrics.
- Develop policies and procedures to guide the development team in all aspects of fundraising including donor cultivation, stewardship, gift receipt/acknowledgement, and event logistics.
- Carry a major gift donor portfolio and implement strategies to cultivate and steward these donors towards larger gifts.
- Build out a formal corporate giving program that actively pursues, tracks, and manages prospects, and offers high-quality customer service to businesses and business leaders that become donors/sponsors.

Create opportunities for corporate partnership, giving levels, naming opportunities, and associated benefits.

- Oversee individual fundraising including annual fund and major gifts.
- Build positive, productive, and collaborative relationships with board members—especially the Board Development Committee—through board cultivation, solicitation, and stewardship; connecting with high-net-worth individuals; and equipping them with current stats and stories.
- Coalesce all prospects and donors into a concrete, actionable pipeline with associated goals and metrics to track progress. Assign prospect portfolios to each frontline fundraiser on the team as well as the CEO.
- Implement and optimize use of the donor database for prospect management and tracking, gift and contact report entry, dashboards, and more.

Competencies and Qualifications

The Chief Advancement Officer role requires candidates to have 5+ years as a frontline fundraiser and 2+ years directly managing staff.

- 5+ years of front-facing experience in the nonprofit fundraising setting.
- Proven record of building and maintaining fruitful relationships with donors, customers, and/or clients.
- Excellent written and verbal communication skills.
- 2+ years of positive management experience.
- Leadership capabilities: Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors.
- Experience running or fundraising for capital campaigns highly desirable.
- Coaching: Enjoys coaching others and being coached.
- Entrepreneurial Spirit: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- Communications: Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
- Influencing: Creates win-win situations and responds appropriately to key stakeholders.
- Collaboration: Effective at working with others to reach common goals and objectives.
- Relationship Building: Skilled at establishing and cultivating strong relationships across different levels of the organization and externally. Enjoys networking and meeting new people.
- Customer Service: Maintains excellent rapport and trusting relationships with prospects and donors/customers/clients. Excels at onboarding new clients/donors.
- Technology: Proficiency in donor database management and digital fundraising tools preferred.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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