



BOYS & GIRLS CLUB OF HENDERSON COUNTY

POSITION DESCRIPTION

TITLE: Resource Development Coordinator

DEPARTMENT: Development

REPORTS TO: Director of Resource Development

EMPLOYMENT STATUS:

PART TIME: Flexible hours with willingness to work some evening and weekend hours for special events.

PRIMARY FUNCTION:

The Resource Development Assistant (RDC) works closely with event committees, board, and staff members to increase philanthropic support for the Boys & Girls Club. Key responsibilities include special event administration; cultivation, solicitation, and stewardship of donors; and supporting the Resource Development Director with implementation of the annual fundraising plan.

Boys & Girls Club Mission: "To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens."

JOB DESCRIPTION (Essential Job Responsibilities):

Primary Duties and Responsibilities

Special Events

- Manage event administration items including menu creation, guest list, seating chart, nametags, and program creation
- Solicitation, acknowledgment and stewardship of sponsors
- Invoicing sponsors and attendees
- Recording all RSVP's, In-Kind and monetary donations with processing of timely thank you letters.

Fundraising

- Data and gift entry into donor database
- Communicate with prospective and current donors via electronic, phone and mail outlets.
- Donor stewardship and acknowledgement
- Weekly donor tax receipts

Communications/Public Relations

- Social media updates
- Constant Contact
- Conduct and generate tours with community members and donors

- Act as “ambassador” for our organization in community and public eye.

Administrative

- Administer bulk mailings. (Training provided)
- Execute all special event mailings
- Donor database maintenance and data entry

RELATIONSHIPS:

Internal: Must be a team player, and possess a professional attitude. Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, and discuss issues. Desire to advance our mission for children a must.

External: Maintain contact with external community groups and press partners.

SKILLS/KNOWLEDGE REQUIRED:

- Highly organized
- Ability to meet deadlines
- Excellent interpersonal skills
- Skilled at writing
- Proficiency with Microsoft Office
- Mission-driven with a desire to improve the lives of children
- Experience with donor database preferred, but not required.
- Experience with professional fundraising and/or event execution preferred

APPLICATION PROCESS:

Interested applicants should submit letter of interest, resume and contract information via email to: Director of Resource Development, Stacie Marlowe at staciem@bgchendersonco.org
Applications will be accepted until position is filled. Expected hire date: immediate need.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.