

**Resource Development Associate**

**Position Title:** Resource Development Associate

**Pay Rate:** Salary –Full Time – $40,000 to $44,000 depending on experience

**Status:** Exempt Employee

**Reports To:** Resource Development Director

**JOB DESCRIPTION:**

Works with the RD Director in all aspects of the Development Department. Works with the RD Director, another RD Associate, and Executive Director as a team to ensure smooth fundraising operations for the Boys & Girls Clubs of Bloomington. Supports all clerical and administrative work of the Development Department.

***PLEASE NOTE* -** we are hiring **two people** to do these tasks listed below. You will not necessarily need to do ALL of these tasks. We will utilize the skills and abilities you have in the right areas of this description, so if there are things on here you do not feel like you can do or are willing to do, please just disclose that information so we can fit you in the right job functions and hire the other RD Associate to complement you. This will be a HIGHLY COLLABORATIVE work environment.

**RESPONSIBILITIES:**

* Assists the Resource Development Director to implement the comprehensive Resource Development Plan that meets or exceeds goals for the following: events (fundraising and stewardship), annual campaigns, direct mail, online giving, corporate giving, major giving, and planned giving. Fundraising activities may include tasks related to the following items.
  + Managing a portfolio of donors for stewardship, cultivation and solicitations. This could include donor phone calls.
  + Lapsed donor communications, including developing donor reengagement strategies and executing activities related to those strategies.
  + Donor stewardship and cultivation.
* Assist with and develop all organizational communications as they pertain to resource development. Marketing and Communications activities may include the following tasks.
  + Electronic online communication and management such as social media, e-mail, website, etc.
  + Written communication with donors and the public via letters, mailings, the newspaper, radio (PSA’s and ads), press releases, etc.
  + Minimal graphic design work creation of fliers, posters, invitations, images for online media, and other marketing materials.
* Works in the donor database, Bloomerang, as is needed, executing tasks such as those listed below.
  + According to established guidelines, input information into the database, including address updates, new prospect/donor information, gift information, report data, event participation, notes, etc.
  + Update donor files (hard and electronic) as appropriate.
  + Enter gifts into donor database, ensure that all are coded correctly according to campaign, purpose, gift amount, and any restrictions or reporting requirements that may apply.
  + Process “thank you’s” from the Executive Director, Board Members and any others involved in the solicitation. This will include some handwritten as well as more artistic and creative stewardship pieces.
  + Run reports and execute queries from the database to fulfill mailing requests and Development Department data reports.
* Coordinate new and existing fundraising or stewardship events such as SMART Girls, STRONG Women; Man-Up to Make a Difference; Eat-Thank-Love Luncheon; and more! As many as two events per month are possible. Currently, we anticipate no fewer than six fundraising or stewardship events per year. These events occur mostly on evenings and weekends.
  + Help with new and existing program events such as Lemonade Day, Butterfly Kisses Dance, etc.
  + Coordinate event logistics, including registration and attendee tracking, presentation and materials support, and pre- and post-event evaluations.
  + Act as organizational liaison for ALL Club and Third Party events. Provide promotional support and attend events – this will also include evening and weekend events. As many as 1 event per month is possible.
  + Work collaboratively with Rd Team to ensure appropriate leveraging of event volunteer, attendee and donor relationships. Soliciting cash gifts, sponsorships, in-kind gifts, and others may be a part of this position.
  + Create invitee list, send out invitations or other mailings, and manage RSVP list. Assist with RSVP follow up. This may include making phone calls to individuals and face-to-face interactions.
* Help develop and implement smooth business operations of the Development Office.
* Receive visitors and answer the office’s phone, as needed, with a high standard of professionalism.
* Complete Development Department mailing, copying and filing.
* Provide spreadsheet and word processing support on donor records, files, and statistics, if needed.
* Other Development related duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

* Strict attention to details in all tasks,***required.***
* Exceptional organizational and prioritization skills,***required.***
* PC proficiency, and experience with word-processing,***required.*** Comfortable working for long periods of time during the day on a computer.
* High level of communication skills, ***required***. Communication not only with outside stakeholders, but comfort with and willingness to provide constant communication with others on the RD Department Team.
* Excellent writing and copy-editing skills, *strongly preferred*.
* Knowledge of and experience with any of the following areas - fundraising, resource development, donor relations, marketing, events, etc. - *preferred.*
* Administrative support experience in a fast-paced work environment, *preferred.*
* Ability to work some weekend and evening events, as needed. See above.
* Act on behalf of the agency, carrying the values of the Club with you in the community.
* Ability to accomplish tasks in an agreed upon time frame.
* A proven record of working cooperatively and flexibly as part of a team, including working closely with a direct supervisor *daily*.
* Works well in a results driven environment, meets deadlines, and tracks activities.
* Comfortable speaking on the phone and in person with donors and other stakeholders in a one-on-one setting and in front of groups.
* A high level of integrity and honesty as there will be work with sensitive data.
* Ability to multi-task, set priorities, and maintain a positive attitude at all times, especially during times of increased workload.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**INTERESTED?**

Please contact Leslie Abshier, Resource Development Director, at 812-332-5311 ext: 213 for more details. If interested, please send a cover letter and resume by email to Leslie at labshier@bgcbloomington.org or by mail to Boys & Girls Clubs of Bloomington, Attn: Leslie Abshier, P.O. Box 1716, Bloomington, IN 47402. We are also willing to meet with you for you to ask questions about the job or find out more without formally applying or interviewing. We want to find the right fit! Let us talk to you and see if this is it for us both.