



## **Job Description: Resource Development Coordinator**

The **Resource Development Coordinator** serves as the lead fundraising staff member. The goal of this position is to identify, cultivate, steward relationships and solicit gifts to strengthen and advance the mission of the Boys & Girls Club of Massena.

### **Organization Overview**

The Boys & Girls Club of Massena helps area youth develop the skills, fitness, and character they need to reach their full potential as productive, caring, and responsible citizens.

### **Job Summary**

To generate fundraising income through campaigns targeting foundations, corporations, civic groups, grants and individual donors within the community. This position is available on a part-time or contract basis, pay commensurate with experience.

### **Key Roles (Essential Job Responsibilities)**

- Resource Development
  - Contribute to attaining financial support:
    - Write grant proposals for foundation, corporate, individual and government support;
    - Work with club management to solicit corporations and civic groups for donations and other support; and
    - Assist with fundraising events as necessary.
  - Develop and implement a plan for single and multi-year fundraising activities, including:
    - Developing a clear, concise, compelling case for support and supporting materials
    - Cultivating new donor relationships including major gifts, individual gifts, and corporate gifts
    - Providing counsel to CEO and board volunteers to solicit donations
    - Designing and executing an annual campaign in a timely and cost-effective manner
    - Implementing Be Great individual gift campaign
    - Develop a planned giving campaign
    - Increase donor communication in quantity and quality to increase public awareness of BGCM mission
    - Oversee successful implementation of special events that raise funds
    - Ensuring donor records are accurate and remain updated at all times including thanking donors in a timely fashion
  - Board Involvement and support
    - Direct annual board giving campaign
    - Train board members to participate in donor cultivation, stewardship and assist with solicitation as appropriate



- Work closely with the BGCM Unit Director and marketing committee to implement fundraising plan
- Attend board meetings, as requested
- Resource Management
  - Manage administrative and operational systems to:
    - Track fundraising income, compile income status reports and variance reports; and,
    - Recognize contributions with acknowledgement letters and special recognition events.
  - Ensure a productive working environment, providing staff support to Club management on fundraising issues. Represents staff at various committee meetings, assist in mailings, writes follow up letter and enters necessary data regarding club donors.
  - Assist with various press related materials such as: creating press releases, working with local media to get stories or recognition pieces.
  - Performs other related duties and responsibilities as required or assigned.
  - Work closely with Unit Director, Club staff and encourage their participation in development.
  - Participate in development, implementation and monitoring of Club budget.

**Knowledge/Skills Required:**

- Bachelor's Degree in nonprofit management, communication, advancement, English or related field.
- A minimum of two years' work experience in a Boys & Girls Club or similar not-for-profit organization with an emphasis on fundraising, marketing, management, budgeting, community and public relations.
- Excellent verbal and written communication skills.
- Knowledge of accounting principles as they relate to fundraising issues.
- Knowledge of fundraising best practices and in identifying diverse sources of funding
  - Donor database experience
  - Excellent writing and communication skills
  - Strong attention to detail and organizational skills
  - Ability to handle multiple projects, set priorities, and meet deadlines
  - Budgeting experience
  - Enthusiasm for mission and knowledge of agency and its programs

**To Apply:** Email your up-to-date resume, with cover letter and responses to the questions below to: [careers@BGCMassena.org](mailto:careers@BGCMassena.org)

**Please submit the following with your resume and cover letter:** To assist you and the search committee in discerning the best match for the position, please attach responses to these three



questions along with your resume for consideration. Candidates without responses will not be considered.

1. What do you feel are your three most valuable traits when it comes to successful fundraising?
2. What is the largest individual ask you have personally solicited? What was the outcome?
3. Why would you like to work for the Boys & Girls Club of Massena?

Review of applications and interviews will be ongoing, until any open positions are filled.

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