

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

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**TITLE:** Resource Development Coordinator  
**DEPARTMENT:** Resource Development  
**REPORTS TO:** Director of Resource Development  
**FLSA STATUS:** Full-time, Non-Exempt

**PRIMARY FUNCTION:**

Research, write, submit, and track grant initiatives for the Clubs, including funding opportunities from foundations as well as government agencies to increase operational funding base. Responsible for a variety of writing assignments related to special events, marketing, and Club activities. Works closely with the Director of Resource Development.

**KEY ROLES (Essential Job Responsibilities):**

Grants

- Research local, state, regional, and other sources to apply to funding.
- Secure grant applications and guidelines for qualified grant opportunities.
- Prepare grant routing worksheet in Bloomerang with appropriate deadlines and amount requested.
- Write grants for donor consideration.
- Produce a variety of grant reports ensuring that all reports are complete, accurate and delivered in a timely manner.

RD Administration

- Oversee donor Thank you and Appreciation Initiatives
  - Thank you letters
  - Birthday cards
  - New donor packets
  - Business packets
  - Anniversary postcards
- Update donor information in Bloomerang

Special Events

- Auction item procurement
- Marketing for events – Great Futures Dinner, Just Desserts, Giving Tuesday, etc.

Marketing

- Create newsletters
- Create fun fact Friday posts

**ADDITIONAL RESPONSIBILITIES:**

1. May be required to drive Club van.
2. Provides timely response to requests for information, service, and assistance.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Senior Leadership, Club members, and supervisor to receive/provide information, discuss issues and advise/counsel.

**External:** Maintain contact with external community groups and others to assist in resolving problems.

**MINIMUM QUALIFICATIONS:**

- Experience in administrative support. Nonprofit experience and/or experience in philanthropy a plus.
- Strong interpersonal skills, tolerance, flexibility and humor.
- Proven attention to detail.
- Strong information technology skills, including proven advanced experience with Microsoft Office and database programs.
- Ability to interact professionally with all staff including CEO and other senior management.
- Ability to lift and move equipment up to 25 lbs.
- Computer use for extended periods of time.
- Personal qualities of integrity, credibility and discretion about confidential matters.

**PREFERRED QUALIFICATIONS:**

- General knowledge of and experience working with at-risk populations
- Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, team environment

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

- Employee is required to possess a valid driver’s license and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Occasionally
  - Weekends - Rarely

**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.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Director of Resource Development Date

Reviewed by: \_\_\_\_\_  
Chief Executive Officer Date