

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE:	Development Coordinator
DEPARTMENT:	Resource Development
REPORTS TO:	Director of Resource Development
FLSA STATUS:	Full-time, Exempt
SALARY RANGE:	\$36,000 to \$37,500
HIRING TIMELINE:	Job posted the week of 1/10/2022 through 1/23/2022 First round interviews the week of 1/24/2022 Second round interviews the week of 1/31/2022
START DATE:	2/14/2022

PRIMARY FUNCTION:

The Development Coordinator is a key member of the development team, managing all fundraising administrative duties for the Development staff as well as projects that directly and indirectly bolster BGCM's fundraising efforts.

KEY ROLES (Essential Job Responsibilities):

Advancement Operations & Administration

- Serve as a primary user of our CRM database, Bloomerang, contributing to the overall impact of data by ensuring that all donor information is accurate and up to date.
- Assume responsibility for daily gift entry into Bloomerang, collaborating with the Director of Resource Development to provide gift forms and required backup to support the annual audit.
- Track grant-related information using Microsoft Excel or Microsoft Forms on a monthly, quarterly and yearly basis.
- Create and produce tax acknowledgement/thank you letters for all donations received by BGCM.
- Maintain adequate supply of envelopes, letterhead, notecards, stamps, and other supplies and collateral needed to execute ongoing Advancement activities.
- Support the preparations of large, targeted mailings including the year-end/annual appeal, special event invitations, holiday cards, and program marketing campaigns.
- Provides timely response to requests for information, service, and assistance.
- Perform other administrative duties as assigned by the Director of Resource Development.

Special Events

- Manages, coordinates, and implements annual Club wide special events including the logistical details to keep the team on track.
- Develops and strengthens special event committees with Club volunteer coordinator to build and expand volunteer base.
- Support the procurement of auction items, in-kind donations, and other meaningful contributions through activities as assigned by the Director of Resource Development.

Donor Relations & Community Engagement

- Support the successful implementation of key stewardship initiatives.
- Support the creation of partnership impact reports for foundation and corporate funders, individual major donors, Blue Door Club members, and other partners.
- Support the coordination of corporate volunteer days of service and other service opportunities.
- Represent the organization at appropriate community events and meetings.

ADDITIONAL RESPONSIBILITIES:

1. May be required to drive the Clubs 10 passenger van.

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, punctual in attendance, and gets work done in a timely manner.
- Strong information technology skills, including advanced experience with Microsoft Word and Excel.
- Ability to interact professionally with all staff including CEO and other senior management.
- Ability to interact with the public and funding partners.
- 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