



BOYS & GIRLS CLUBS
OF BEND

Role Description: Development & Outcomes Associate

START DATE: ASAP

PERFORMANCE PROFILE SOURCE: Salaried, exempt

SCHEDULE: Monday through Friday, 8 a.m. to 5 p.m.*

*Will occasionally need to work a weekday evening or weekend for a special event.

DEPARTMENT: Resource Development

REPORTS TO: Vice President of Development

THE ROLE

The Development & Outcomes Associate will be responsible for helping us fundraise and “friend raise” in our community to ensure we consistently fulfill our BGCB mission and enact our core pillars for youth: Academic Success, Character & Leadership, and Healthy Lifestyles. As a member of our Mission Support Team, this role will work closely with our VP of Development, Business Manager, Director of Program Administration, and CEO to ensure we identify, cultivate, and steward effective, efficient opportunities to connect with donors and community champions. A successful candidate will exemplify the following traits: a kids-first mindset to decision making, awareness of the Club ecosystem and its needs, high communication and collaboration with team, flexibility, an unwavering positive attitude, and the ability to multi-task and prioritize needs. A successful Development Associate will be conscientious, use sound judgement, take initiative, continuously reflect on growth of self, team, and Club.

THE ORGANIZATION

Founded in 1994, the Boys & Girls Clubs of Bend (BGCB) serves more than 500 Club youth each year through after-school and summer programming. BGCB’s mission is to provide youth opportunities for growth that inspire and empower them to reach their full potential in the classroom, at home, and in our community. We lean into this commitment every day by creating safe, engaging spaces where our youth may discover their passions and interests. To ensure equitable opportunities for our community and to ensure we are focused primarily on our kids in Bend who need us most, we strive to offer a sliding scale of scholarships to more than 60% of the youth and families we serve. As a 501c3 nonprofit, we are able to fulfill our mission through fundraising and support from our generous community of champions.

WHY WORK HERE?

In addition to working in a fulfilling role that supports our youth in Bend and makes a difference in their lives every day, you’ll be part of our amazing Club team! Specifically, you’ll be joining our Mission Support Team, which creates systems and provides support to our fantastic Youth Development Professionals who work with our kids every single day. As the Development & Outcomes Associate, you’ll be part of many different projects and be able to see much of our Club ecosystem in motion. What’s more is that we value our team growing and reflecting at every opportunity! Our Mission Support Team meets regularly to focus on professional development, including book clubs on strategy, feedback, and difficult conversations, and to continuously build team camaraderie. *Your voice will be*

heard here. Also, as a member of the Resource Development Team, you'll meet weekly with the VP of Development and CEO to talk about strategies, tactics, and next steps, and you'll always be encouraged to share your ideas and questions. *Your voice will matter here.* Each week, you'll also meet 1:1 with the VP of Development for support, brainstorming, and accountability. *Your voice will make a difference here. Come make a difference for kids with us!* Plus, you get to spend one hour of your work week mentoring a Club youth. *How awesome is that?!*

PRIMARY ROLE FUNCTION

The Development & Outcomes Associate has responsibilities in four key areas:

1. Coordination of Resource Development activities and communications, including stewardship, donor development, and administrative support.
2. Collaboration of program assessment and impact by working with the Club team re. measuring outcomes facilitated through grants and foundations.
3. Management of grants awarded by developing reports that share how Club has met/exceeded approved grant outcomes.
4. Management of special events communications and operations via sponsorship & guest solicitation, logistics, and planning, as well as coordination of corporate partner stewardship, social media stewardship, and partnership interaction.

ESSENTIAL ROLE RESPONSIBILITIES

Resource Development

1. Support donor development and management for corporate partners and special event partners that includes prospect research, cultivation, acknowledgements, recognition, and stewardship.
2. Manage gift entry, acknowledgment, and other donor-related activities into donor management software and acknowledgement of gifts received in a timely manner.
3. Assist VP, Development with Club website and social media profile management.
4. Assist VP, Development with funding proposals for corporate and foundation support; maintain a multi-year calendar of grant opportunities, deadlines, and reporting requirements.
5. Support the production of planned giving marketing pieces, including writing and working with external vendor for printing and mailing.
6. Collaborate with Club team on ways to gather stories and photos of Club success to share with our community while maintaining youth privacy as appropriate and following Club guidelines.

Program Assessment & Outreach

1. Meet regularly with Director of Program Administration to assist with assessing program outcomes and ensure data quality; work with Member Services Coordinator to get member data from our Club's online systems.
2. Alongside CEO, coordinate with Bend-La Pine School District to request attendance and academic data for members.
3. Take an active role in program outcome measurement, as it relates to reporting for funding sources. Manage all logistical aspects of surveys of BGCB members and staff, including internal surveys and external surveys. This includes calendaring, deploying, and communications.
4. Share analytics for program staff to use in assessment and planning of future programs.
5. Provide assistance with National Youth Outcomes Initiative (NYOI) report and other Club specific outcomes.

6. Plan and implement outreach strategy with Director of Program Administration to increase program enrollment, particularly with school staff, FAN advocates, and other community agencies.

Grants Management

1. Ensure prompt acknowledgement of gifts.
2. Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines and reports.
3. Research, identify, and qualify new government, corporate, foundations and private funding proposals.
4. Coordinate all grant processes (tracking, evaluations, reporting, and documentation) via multi-year grants calendar to ensure compliance with funder guidelines.

Event planning

1. Provide operational and administrative support to the VP, Development and the CEO for fundraising and other Club events, including, but not limited to:
 - a. Coordinating with event vendors
 - b. Soliciting live and silent auction items
 - c. Preparing printed and digital materials
 - d. Tracking expenses and revenue
 - e. Managing ticket sales
 - f. Assisting with set-up, registration, check out and other day-of duties
2. Plan and execute marketing strategy to drive event participation, including, but not limited to:
 - a. Digital marketing content and ad buys
 - b. Print and press marketing
 - c. TV and Radio spots

Other Duties (including but not limited to)

1. Maintain an “all-hands-on deck” mindset when support is needed for Club youth
2. Mentor one Club member weekly for one hour at Club while following all Club mentoring guidelines

SKILLS/KNOWLEDGE REQUIRED

- One or more years of progressively responsible experience as a fundraising professional, or industry where similar traits are evident and include, preferred: relationship building, stewardship, strong interpersonal skills, excellent verbal and written abilities.
 - Training is available for a candidate demonstrating traits and characteristics that easily translate to fundraising.
- Proven track record of event or major project implementation, with high attention to detail, strong familiarity with planning & logistics.
- Excellent written and verbal communication skills required.
- Proficiency in office-based computer programs and OneDrive, familiarity with donor database or CRM tracking, and management systems.
 - Willingness to learn new software programs and database management systems
- Successful experience in developing relationships with key individuals and stakeholders.
- Demonstrated sound judgment, tact, and willingness to take initiative.

- Demonstrated ability to write concisely and clearly and to produce high-quality work that meets the highest professional standards of appearance, grammar, and spelling.
- Excellent customer service skills with an unwavering, positive attitude.
- Experience with social media platforms.
- Demonstrated ability to prioritize and pay attention to detail.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to constantly position self to perform necessary tasks throughout the building.
- Must be able to move and traverse throughout the building as needed throughout the day.
- Must be fully vaccinated against COVID-19 prior to starting work, unless a reasonable accommodation is approved.
- Must adhere to all rules and requirements outlined in BGCB's COVID 19 Operational Prevention Protocol.
- Must acknowledge, sign and adhere to BGCB's COVID-19 Prevention Protocol that is expected of every Club employee and Club member (via their guardian).
- Must be able to ascend and descend stairs to help with de-icing and snow removal in the case of inclement weather.
- Must pass a drug test and background check (local, state, and federal, including fingerprints).
- Must have a valid Driver's License and means to drive between locations as needed.

COMPENSATION & BENEFITS

- \$39,000-\$43,000 DOE
- This position is full time, exempt
- This position is eligible for paid time off as outlined in BGCB's Employee Handbook, including
 - 14 days of PTOs
 - 12 days of sick time
 - 11 observed holidays across the year, such as MLK Day and Labor Day
 - a "winter break" closure
- This position is eligible for benefits including medical, dental, vision, life insurance, and long/short term disability. BGCB pays 100% of full-time employees' monthly premium. Benefits package is currently valued at approximately \$7,044.60 per year.
- All BGCB employees are eligible for a 401(k) Qualified Retirement plan and BGCB matches up to 3% of the employee's contribution each pay period.
- Free or reduced care for school-aged children may be available (limited availability).

APPLICATION PROCESS

Applicants should send their resume and a thoughtful cover letter outlining their fit for the role as a single PDF document to alice@bgcbend.org. Please use "Development & Outcomes Associate – Your Name" as the subject line. Resumes without a cover letter will not be considered.

EQUAL OPPORTUNITY EMPLOYER

At Boys & Girls Clubs of Bend, we don't just accept differences, we celebrate them. Belonging and respect are at the heart of our organization's purpose. We promote diversity of values, expression, experiences, and backgrounds, so no matter who you are or where you are from, you feel inspired and

empowered when you walk through our doors. As such, we are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.