



## NOW HIRING – DEVELOPMENT COORDINATOR

**START DATE:** ASAP

**PERFORMANCE PROFILE SOURCE:** Salaried, exempt.

**SCHEDULE:** Monday through Friday, 8:30 a.m. to 5 p.m.\*

\*Schedule can flexible as appropriate; based upon the needs of the team and the individual.

\*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 - Development Coordinator

The Boys & Girls Clubs of Bend (BGCB) seeks a Development Coordinator to join our team. The ideal candidate will be conscientious, use sound judgement, take initiative, and continuously reflect on growth. If you are looking for a fulfilling career helping us fundraise and “friend raise” to ensure we consistently fulfill our BGCB mission, this will be the perfect position for you. 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.

### THE ORGANIZATION

Founded in 1994, BGCB serves more than 350 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 Coordinator, 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 as part of BGCB’s Resource Development Team 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?!



## **Compensation, Benefits, & Schedule**

- \$39,000-\$42,000 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 PTO
  - 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.
- 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).

## **PRIMARY ROLE FUNCTION**

### **The Development Coordinator has responsibilities in three key areas:**

1. Coordination of Resource Development events and attendees, including work with sponsors and corporate partners, as well as attendee stewardship with a goal of creating an attendee-to-donor pipeline.
2. Management of volunteers via communications planning, onboarding, coordination, and logistics with a goal of creating a volunteer-to-donor pipeline.
3. Track and monitor BGCB Board of Directors documentation and data, and plan quarterly Board Thank-A-Thons.

## **ESSENTIAL ROLE RESPONSIBILITIES**

### **Resource Development**

1. Solicit and manage sponsorships and in-kind contributions from a broad community of new and existing corporate and individual supporters, according to agency policies, per the attendee- and volunteer-to- donor conversion strategies.
2. Coordinate with Development team to input accurate in-kind donor information and donation records into database.
3. Ensure that donors are promptly and properly acknowledged for their gifts within portfolio and portfolio of VP, Development and CEO that are connected to events and volunteerism.
4. In collaboration with the Development Team, plan and coordinate the successful execution of the Thanksgiving Meal Drive and the Holiday Gift Drive.
5. Assist with gift processing, donor management, and acknowledgement letters as needed.



### **Data Management**

1. Work proactively with the Development & Outcomes Associate and the Business Manager to ensure accuracy in donation records, including assistance with reconciliations.
2. Support the development of standard protocols and systems management.

### **Volunteer Management**

1. Build connections and partnerships with organizations in the community.
2. Support volunteer and membership retention by providing excellent customer service and relationship management.
3. In coordination with the Director of Program Administration, facilitate volunteer management, training, and ongoing support to ensure volunteers follow policies and procedures.
4. Work with Program Team to come up with meaningful volunteer opportunities.
5. Market and advertise positions on VolunteerMatch, Next Door, with local organizations, and in community newsletters.
6. In coordination with the Business Manager, monitor and track the required volunteer paperwork, i.e. background checks, motor vehicle reports and vaccination cards.
7. Manage volunteers on database, i.e. tracking the number of volunteers and volunteer hours.

### **Event Planning**

1. With the RD team - develop and maintain invitation lists, track RSVPs, respond to reservation inquiries, and create seating charts for three major fundraising events per calendar year, and support other events as needed.
2. Assist in the development and editing of invitations and related event communications.
3. Liaise with the Programs Team to successfully plan and develop donor stewardship events related to public programs and exhibitions.
4. Coordinate invoices, check requests, and vendor payments related to events.
5. Stay apprised of Central Oregon cultural calendar to identify dates for cultivation events.
6. Oversee volunteers during donor-facing events.
7. Support Resource Development team with auction item and sponsorship procurement; tracking benefits and ensure sponsorship follow-up with relationship holder.
8. With team, ensure all events achieve/exceed revenue goal.
9. Serve as the Staff manager on event day with run of show, resources, etc. and support RD team with Vendor management.

### **Board Support**

1. Track and monitor BGCB Board of Directors documentation and data on a monthly basis.
2. Plan the communications, logistics, and content of quarterly Board Thank-A-Thons.
3. Support the CEO and VP, Development with prep for BGCB Board Meetings, which occur approximately eight times per calendar year.



### **Other Duties (including but not limited to)**

1. Maintain an “all-hands-on deck” mindset when support is needed for Club youth.
2. Perform necessary tasks throughout the building.
3. Move and traverse throughout the building as needed throughout the day, with accommodations as necessary.

### **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 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 pass a drug test and background check (local, state, and federal, including fingerprints).
- Must have reliable transportation to travel between locations and events as needed.



## **APPLICATION PROCESS**

Applicants should send their resume and a thoughtful cover letter outlining their fit for the role as a PDF document to [alice@bgcbend.org](mailto:alice@bgcbend.org). Please use "Development Coordinator – 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.