WALTHAM BOYS & GIRLS CLUB

Position: Resource Development Assistant
Reports to: Resource Development Director
Department: Development
Status: Part-Time, Hourly Non-Exempt
Salary/Rate: $18-22/hr BOE
Schedule: Monday-Friday, 9-5 p.m; some evenings/weekends as needed

PRIMARY FUNCTION:
The Resource Development Assistant will be responsible for performing administrative duties related to fundraising, special events, and grants. Additionally, he or she will gain experience in strategic planning and special events to increase the capacity of our growing organization.

RESPONSIBILITIES:
Administrative Support
• Provide general office support to the Resource Development Director by answering phones, scheduling internal and external donor appointments and meetings, and Committee meeting preparation.
• Provide support to the Executive Director and Resource Development Director with donor relationships
• Create templates for corporate proposals, acknowledgments, pledge reminders, volunteer activities, invoices, and other administrative documents.

Database Management
• Maintain Bloomerang donor database, capturing/updating with new contacts, cleaning/updating existing contacts, ensuring consistency, data integrity, and quality donor records.
• Enter donations into the Bloomerang database and generate accurate, consistent, and timely acknowledgment letters and tax receipts.
• Track individual donors, corporate partners, and volunteer engagement in Bloomerang by adding notes and interactions
• Produce regular and as-needed exports, reports, and lists for mailings, newsletters, event invitations

Fundraising and Events
• Assist with coordination of direct mail programs and provide support for various fundraising initiatives
• Assist with sponsorship strategy and process, that tracks invoices, proposals, signage, marketing materials, special events, recognition, and other assets.
• Assist with the planning and coordination of special events that meet annual fundraising goals.

Volunteer Engagement
• Collaborate and coordinate with program and facilities staff to identify and plan volunteer engagement and supply drives through recruitment, engagement, planning, and execution.

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Grants

• Work with the Resource Development team to review grant guidelines and report on outcomes, services, and activities for members.

EDUCATION AND EXPERIENCE

• College degree or related experience
• Proficiency in Google Suite
• Experience with Bloomerang or nonprofit fundraising software is a plus

SKILLS/OTHER

• Creative and forward-thinking
• Self-starter that takes initiative
• Well-organized, detail-oriented, successful time management and project management skills
• Strong communication skills - interpersonal, written, and verbal
• Culturally competent and flexible to the changing needs of a diverse community
• Must complete a successful background check
• Above all, we seek an individual who is open to learning, motivated to take on new challenges, and comfortable collaborating daily with varied work styles.