



POSITION DESCRIPTION

TITLE: Resource Development Coordinator

REPORTS TO: Resource Development Director

STATUS: Exempt

SALARY RANGE: \$50,000-\$55,000 to commensurate with experience

Waltham Boys & Girls Club is looking for a creative, mission-driven, individual looking to join our dynamic team.

CORE VALUES

- **Equitable Inclusive Community** - We believe in the presence and celebration of differences that enrich our organization, including ALL identities. We are committed to fair treatment, access and opportunity for all, where individuals are never at a disadvantage because of their identities.
- **Continual Growth** - We recognize and appreciate that learning and growth are a never-ending process for individuals and our organization. We challenge each other to strive for excellence and to continually be both teachers and students.
- **Empathy and Respect** - We believe in treating all people in a courteous and respectful manner. We strive to be active listeners and to try to understand before seeking to be understood.
- **Fun and Joy** - We believe that a fun focus should be interwoven into everything that we do. We treasure the power of play and its ability to create authentic expressions of freedom, joy, and happiness.

JOB SUMMARY:

Development Coordinator will work with the Resource Development Director and Executive Director to execute resource development strategies in order to meet the organizational goals and objectives.

JOB DESCRIPTION:

- Work with the Resource Development Director and Executive Director to develop and manage the annual fundraising targets and revenue projections of individuals, corporations, foundations, and government agencies.
- Manage and cultivate relationships with individual, corporate, and donors to ensure philanthropic goals and objectives are met
- Serve in a lead role for all fundraising events by overseeing planning of logistics, obtaining sponsorships and gifts, and preparing related printed materials.
- Work alongside the Marketing & Communications Manager to prepare all development collateral materials and oversee updates to the organization's website .
- Coordinate e-newsletter, appeal letters, proposals, and organizational information correspondence to donors and supporters.
- Oversee all donor stewardship activities, recognition strategies, special acknowledgements, tax receipts, and ongoing communication to donors.
- Serve as the main point of contact for development databases (primarily Bloomerang), managing development operations, and database management.
- Follow best practices and establish policies and procedures for gift processing, coding, tracking, and reporting. Ensure that all biographical and donor contact information is up-to-date and accurate.
- Reconciles all donor payments, pledge balances and annual fund revenue on a daily basis
- Provide administrative support to the Resource Development Director by scheduling meetings, preparing materials, mail/label merges, data entry, and communication to internal and external stakeholders.
- Actively participate in team and committee meetings.
- Other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of 2 years of work experience in resource development is preferred.
- Demonstrate excellent interpersonal, writing, public speaking, and management skills.
- Proficient in use of computers, donor database systems, Google Suite, and MS Office (Word, Excel, PowerPoint, Publisher, etc).
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to work independently as well as an effective team member.

ADDITIONAL REQUIREMENTS:

- Flexibility to attend evening fundraising and networking events when necessary
- Clear background check
- Ability to travel locally as needed

Please submit a cover letter and resume to Erin Donovan at edonovan@walthambgc.org