



BOYS & GIRLS CLUBS
OF SOUTH CENTRAL KANSAS

Position Description

TITLE: Development Coordinator
DEPARTMENT: Executive
REPORTS TO: VP of Marketing & Development
SALARY FUNCTION: Full-Time, Non-exempt

PRIMARY FUNCTION:

Assist with generating fundraising income through marketing campaigns that target corporations, individuals, and foundations. Ensure the donor database is managed, providing written support for acknowledgment of donor gifts and implementation of stewardship plan. You will work closely with the VP of Marketing & Development to develop and implement engaging content for our social media channels, capturing high-quality photos and videos, assisting in creation of visually compelling marketing materials, and collaborating with the planning and execution of our special events.

KEY ROLES:

Resource Development & Donor Outreach

- Contribute to acquiring financial support by:
 - Supporting grant proposals,
 - Supporting the VP of Marketing & Development with researching and soliciting corporations, foundations, and individuals for donations,
 - Plan & implement special events (Youth of the Year, Fairways for Futures, Holiday Giving Tree, and any other events annually).
- Research, collaborate, and implement the Clubs fundraising programs including the annual campaigns, special events, donor database, private grants, and planned gifts, etc.

Database Maintenance & Reporting

- Manage recordkeeping in donor database, ensuring all contributions (cash & in-kind) are entered in a timely manner.
- Generate accurate, consistent, and timely acknowledgement letters & tax receipts.
- Track fundraising income, compile status reports, and proactively communicate progress to supervisor.

Content Creation & Curation:

- Assist in managing and maintaining the Club's social media presence across various platforms, such as Facebook, Instagram, LinkedIn, and TikTok.
- Assist in developing and implementing content calendars for social media platforms.
- Create and curate engaging content, including posts, images, videos, and stories, to increase brand awareness, engagement, and follower growth.
- Help create visually appealing graphics, infographics, and other marketing collateral using design software.
- Capture high-quality photos and videos that highlight the Club, our staff, our members, and other marketing initiatives. Edit and retouch when necessary.
- Collaborate to develop social media strategies and campaigns.

Partnership Development

- Develop strategic alliances & collaborative relationships with community leaders, donors, prospects, and BGCA national sponsors.
- Increase visibility of development initiatives to maintain exceptional public trust.

SKILLS/KNOWLEDGE REQUIRED:

- Two-Three years of experience or equivalent combination of education & experience; Bachelor's degree from an accredited college or university preferred.
- A minimum of one to three years' applicable database experience required; experience with Salesforce preferred.
- Highly detailed oriented with a critical degree of accuracy regarding data entry.
- Ability to take initiative, whether working alone or with a team.
- Exceptional ability to establish & maintain effective working relationships with Club staff, Board of Directors, donors, volunteers, community groups, and other related agencies.
- Knowledge of accessing, utilizing, and maintaining donor databases with respect for the confidentiality of donor's personal information.
- Exceptional customer relation skills, people skills, relationship management skills, and the ability to always represent the Club in a professional manner.
- Strong oral and written communication skills with strong knowledge of Microsoft programs (Word, PowerPoint, Publisher, Excel, and Outlook).
- Basic understanding of marketing concepts and digital marketing trends.
- Ability to learn new software. Canva, Adobe Suites, and Facebook Meta experience is preferred.
- Ability to juggle multiple projects at once.
- Ability to plan, organize and manage complex initiatives with varied deliverables.
- Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans.
- Ability to understand the objectives of the Club and strives for excellence.
- Thrives in a fast-paced environment with excellent time-management skills.
- Knowledge of accounting principles as they relate to fundraising. Including the ability to work within a budget and understand the organization's cash flow.
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle: 1) to initiate contacts with potential donors; 2) to develop appropriate cultivation strategies for them, including working with volunteers; 3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; 4) to make solicitations when appropriate; and 5) to maintain stewardship contacts with donors.
- Possess a valid driver's license and access to a reliable vehicle as travel is required.
- Ability to take a high-quality photo and edit images, as necessary.

Values of the Club:

To promote & adhere to the Club's values of:

- Committed to fun, growth, and safety
- Loyal to our members and families
- United by our diverse community
- Bound by integrity, respect, and equity
- ***We are the Club!***

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.

Development Coordinator

Date

VP of Marketing & Development

Date