Nantucket Boys & Girls Club

DEVELOPMENT ASSOCIATE

Job Title: Nantucket Boys & Girls Club Development Associate
Location: Nantucket Boys & Girls Club, 61 Sparks Ave, Nantucket, MA 02554

ABOUT US:

The Nantucket Boys & Girls Club is a private, non-profit agency serving school-age youth: 1st-12th Grade with a full day preschool program. Through programs and activities stressing academic achievement, good character & citizenship, and healthy lifestyles, the NBGC offers a variety of recreational, cultural, social, and sports-oriented experiences for members.

We are part of a nationwide affiliation of local, autonomous Boys & Girls Clubs working to help youth of all backgrounds, with special concern for those who need us most, develop qualities needed to become responsible citizens and leaders. We are dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures. As young people experience the totality of the Nantucket Boys & Girls Club, it becomes a place of hope and opportunity.

JOB SUMMARY:

The Development Associate is an entry-level, behind-the-scenes role that keeps Nantucket Boys & Girls Club's (NBGC) fundraising operation running smoothly. The Associate supports the Development team across events, major gift preparation, the Annual Fund, donor research, CRM data and donor communications.

POSITION DETAILS:

Title	Development Associate
Organization	Nantucket Boys & Girls Club
Department	Development
Location	Nantucket, MA (on-site)
Status	Full-time, year-round (exempt/non-exempt to be confirmed)
Reports to	Director of Philanthropy
Works closely with	Development team, Marketing Communications, Director of Events, program staff, volunteers
Compensation	$65,000–$75,000 per year

ABOUT THE ROLE:

NBGC's 2027–2031 Strategic Plan calls for growing relationship-based philanthropy and a coordinated, year-round donor communications and stewardship program. The Development Associate makes that possible by handling the preparation, data, logistics and follow-through that let senior development staff spend more time with donors.

This is a strong first step into a nonprofit fundraising career. The Associate will learn every part of a development operation, from gift entry and prospect research to major gift strategy and event production.

KEY RESPONSIBILITIES:

1. CRM (MyClubHub) and Gift Processing

- Enter gifts, pledges and donor information in MyClubHub, the Club's Salesforce-based CRM, accurately and on time.
- Produce timely, accurate gift acknowledgment and tax receipt letters.
- Keep donor records clean: merge duplicates, update contact details, record notes and relationships.
- Build and run regular MyClubHub reports and dashboards for the Development team, leadership and the Board.
- Reconcile gift records with the Finance team monthly.

2. Stewardship and Marketing Support

- Work with the Marketing Communications Coordinator on donor newsletters, impact stories and the donor stewardship calendar.
- Gather program stories, photos and data for appeals, reports and social media.
- Help produce donor recognition listings, annual report content and event signage.
- Support donor touchpoints such as thank-you calls, birthday and anniversary notes.

3. Donor Prospecting and Research

- Research individuals, families, foundations and businesses with capacity and connection to the Club.
- Build and update prospect profiles using public sources and wealth-screening tools.
- Help maintain prospect lists, with a focus on Nantucket's year-round and seasonal communities.
- Research and track foundation and corporate grant deadlines and reporting requirements.

4. Events

- Help with the coordination for fundraising and cultivation events, including venues, vendors, timelines, invitations and RSVPs.
- Manage guest lists, seating, name tags, auction and sponsorship materials, and event-day check-in.
- Recruit, schedule and support event volunteers.
- Handle post-event follow-up: gift entry, thank-you letters, attendee data and event recaps.

5. Major Gift Preparation

- Prepare briefing memos, donor profiles and meeting materials before donor visits and calls.
- Help draft and assemble proposals, gift agreements and impact reports for Major Gifts, Leadership Giving and Planned Giving.
- Track moves management steps and next actions in MyClubHub, and send reminders to gift officers.
- Schedule donor meetings, tours and site visits at the Club.

6. Annual Fund

- Support the Annual Fund calendar, including year-end and spring appeals.
- Pull and clean appeal mailing lists and segments from MyClubHub.
- Coordinate production and mailing of appeal letters, reply cards and envelopes, and support email and online giving campaigns.
- Track appeal results and help report on donor retention, response rates and progress to goal.

7. General Department Support

- Manage development calendars, files and supplies.
- Take notes at development and committee meetings and track follow-up items.
- Support Board and Development Committee meetings with materials and logistics.
- Take on other duties as assigned.

QUALIFICATIONS:

Required

- Bachelor's degree, or equivalent combination of education and experience.
- 0–2 years of experience in development, fundraising, events, sales, marketing or administrative work (internships and volunteer roles count).
- Strong attention to detail and comfort with data entry and spreadsheets.
- Clear, professional writing and communication skills.
- Proficiency in Microsoft Office or Google Workspace.
- Ability to pass required background checks for working in a youth-serving organization.

Preferred

- Experience with Salesforce or MyClubHub; experience with another donor database (e.g., Raiser's Edge, Bloomerang, DonorPerfect) is also helpful.
- Event planning or volunteer coordination experience.
- Familiarity with prospect research tools (e.g., DonorSearch, iWave, WealthEngine).

- Basic design skills (e.g., Canva) and familiarity with email marketing tools.
- Knowledge of the Nantucket community.

SKILLS AND COMPETENCIES:

- **Organized:** tracks many details and deadlines at once and follows through without reminders.
- **Accurate:** treats donor data with care and catches errors before they go out.
- **Discreet:** handles donor information, gift amounts and youth images with confidentiality.
- **Service-minded:** enjoys supporting a team and is comfortable working behind the scenes.
- **Professional:** represents the Club warmly with donors, volunteers and families.
- **Eager to learn:** asks questions, learns quickly and is interested in a fundraising career.

YEAR ONE PRIORITIES AND SUCCESS MEASURES:

1. Learn MyClubHub, the Club's gift processing procedures and its donor base.
2. Bring gift entry and acknowledgments to a consistent turnaround standard.
3. Support at least one full Annual Fund cycle and the Club's major fundraising events.
4. Build a pipeline of researched prospects for the Development team.
5. Help set baseline donor metrics for Board reporting, in line with the 2027–2031 Strategic Plan.

AREA	EXAMPLE MEASURES
Gift processing	Gifts entered and acknowledged within an agreed timeframe (e.g., 48 hours); error rate; monthly reconciliation completed
Data quality	Duplicate and incomplete records reduced; reports delivered on schedule
Annual Fund	Appeals mailed on schedule; response and retention rates tracked
Major gifts	Briefings and proposals delivered on time; moves management tracked in MyClubHub
Prospecting	Number of new qualified prospect profiles added
Events	Events delivered on budget; post-event follow-up completed within an agreed timeframe

WORKING CONDITIONS AND HOW TO APPLY:

- Based at the Club on Nantucket; some evening and weekend work for events.
- Occasional lifting of up to 25 lbs (event setup, mailings).
- Work in an active, youth-centered environment.
- Housing is available for the right candidate.

To apply, send a cover letter and resume to jamie@nantucketbgc.org.

Nantucket Boys & Girls Club is an equal opportunity employer and welcomes applicants of all backgrounds.