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**Title:** Resource Development Coordinator

**Department:** Management Professional

**Supervisor:** CEO

**FLSA:** Exempt

**Salary Range:** \$60,000 to \$65,000 commensurate with experience.

**Primary Functions:** Working closely with the CEO and Resource Development Committee of the Board, this position works to help the organization achieve its fundraising goals through events, mail appeals, grants, and marketing/PR strategies.

**Key Roles (Essential Job Responsibilities):**

*Special Events*

- Plan and implement annual fundraising events, (golf tournaments, bridge Tournament and Angels dinner), that focus awareness on Club activities, engage community support and generate revenues; Monitor event activities to assure compliance with schedules.
- Plan and implement Club events such as National Fine Arts and Youth of the Year.
- Manage vendors and freelance consultants to ensure timely, cost-effective delivery of products and services.
- Identify and help solicit sponsors/underwriters for all events.

*Resource Development*

- Build the Club's base of financial and community support through marketing, communication and advertising campaigns.
- Work with Club management to solicit corporations and civic groups for donations and other support.
- Assist in writing grant proposals for operational support.

*Resource Management*

- Generate reports and mailing lists from DonorPerfect for all mail appeals and fundraising efforts.
- Coordinate, Word merge, print and mail annual appeals.
- Enter all gifts into database and generate thank you/tax letters for donors.
- Generate accurate reports from DonorPerfect.
- Maintain integrity of donor database through correct data input and auditing.
- Maintain Communications Plan for marketing and public relations materials and activities. Work with the RD committee to ensure the plan is carried out in a timely manner.

*Marketing/Public Relations/Social Media*

- Coordinate implementation of all marketing and public relations activities to increase the visibility of Club programs, services and activities.
- Maintain good public relations with local media contacts, Club members, families, alumni, community leaders, and youth serving professionals.

- Assist in writing and updating the Annual Report and Strategic Plan; work with graphic designer.
- Maintain website and all create content for all social media.
- Create quarterly E-newsletter for all constituents through Constant Contact.

#### *Partnership Development*

- Develop collaborative partnerships with local businesses and service organizations, volunteers, media contacts, consultants and vendors and other not-for-profit organizations to establish professional links within the community.
- Promote and oversee the volunteer program. Act as a liaison between volunteers and Club Directors to deliver quality programming and ensure volunteers have an optimal experience with the Club members.
- Follow all BGCA Volunteer requirements and ensure they are carried out at the Clubs.

*Other Duties as Assigned. The incumbent will work a standard scheduled week, which may include weekends, holidays and evenings.*

#### *Skills/Knowledge Required:*

- Bachelor's degree from an accredited college or university in a related field.
- Knowledge of donor database management; DonorPerfect preferred.
- Two to three years of progressively responsible experience in special events, marketing and public relations.
- Superior writing, editing and verbal communications skills.
- Strong project management, administrative and organizational skills, including supervision of vendors, suppliers and consultants.
- Knowledge of Microsoft Office with an emphasis on Excel; desktop publishing such as Canva.
- Able to manage multiple priorities and be attentive to detail.
- Able to navigate and post on social media platforms such as Facebook, Twitter and Instagram.

#### *Key Internal and External Relationships:*

Board of Directors, CEO, Accountant, Director of Operations, Office Manager, Club and Program Directors, Club Members, and parents. In addition, volunteers, local businesses and service organizations.

ADA/EOE/DFWP

Competitive salary, health benefits, pension and PTO.

Please send cover letter and resume in pdf format with subject line RD Coordinator to Elizabeth at [ethomason@bgcinc.org](mailto:ethomason@bgcinc.org)

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**BOYS & GIRLS CLUBS**  
OF INDIAN RIVER COUNTY