



Assistant Development Director

Reports to: Director of Development

PRIMARY FUNCTION

Work with the Director of Development, Executive Director, Board of Directors, Board of Trustees and volunteers to meet annual organizational fundraising goals

DUTIES AND RESPONSIBILITIES

Annual Giving -

- Execute a year-round schedule of direct-mail and online annual fund and special appeal campaigns; creating solicitation material, developing target lists, process monthly donors, set up and maintain online giving forms, set fundraising goals and meet them.

Special Events –

- Plan and execute all fundraising events including annual Golf Tournament (June) and Holiday Auction (December)
- Supervise intern and/or part-time event support staff
- Liaison to event committees – prepare for and lead committee meetings
- Utilize One Cause event software to catalogue and track event donations, registrations and purchases.
- Serve as point of contact and support for Third Party Events.

Data Base and Records Management -

- Manage Donor Perfect fundraising data base including; updating constituent records, gift entry, generating mail merges, reports, exports and other data as needed
- Generate timely thank you letters for all donations
- Support with clerical duties such as managing grant proposals and paperwork, Board minutes, etc.

Other -

- Work with the Director of Development to effectively share the story of the Boys & Girls Club of Greater Lowell through social media, e-newsletters, written materials and events.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university and/or equivalent prior experience
- A minimum of three years of work experience in fund development with a non-profit organization or an equivalent combination of education and experience.
- Considerable knowledge of: the mission of Boys & Girls Clubs; of the principles and practices of non-profit organizations; and resource development activities and sources of funding.
- Computer literacy in Microsoft Office applications, database management (the Club uses Donor Perfect software), and online fundraising platforms is required
- Proficiency with Constant Contact, use of social media in fundraising and communications (Facebook, Twitter, Instagram), desktop publishing a plus.
- Familiarity with youth development issues and agencies
- Ability to work well with multicultural teams with diverse constituencies
- Excellent organizational and project management skills; ability to be self-directed
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Board of Directors, Club staff, members, subordinates, community groups, and other related agencies.

HOW TO RESPOND

Please submit letter of interest, resume, and any supporting documents to Angel Brunelle, Director of Development at abrunelle@lbgc.org. We thank all applicants for applying, but only those candidates who are selected for interview will be contacted. No phone calls please.

Salary Range: \$47,000-\$49,000

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer