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Development Associate, Database

Reports to: Assistant Director of Development

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$18-\$20 per hour *(based on experience)*

Job Type: Part-time

Hours per week: 15-20 hours

Overview/Position Summary

The Development Associate will maintain the health of the Boys and Girls Club of Greater Lowell's CRM database (Bloomerang), accurately input all gifts and donor information, pull accurate and timely reports, and regularly import donor information into the database. The goal of this position is to ensure contributions to the Club are acknowledged in a prompt, proper, and personal manner (24-48 hours); to maintain a clean and accurate database that supports the efforts of the Development team; and to use the data we collect to inform our current and prospective fundraising efforts. Biweekly data reviews will ensure hygiene and best practices are being met.

Responsibilities/Skills and experience relevant to this position:

- Excellent written and communication skills; great attention to detail.
- CRM experience (Salesforce, Bloomerang, Donor Perfect, etc)
- Proficient computer skills along with ability to learn and utilize multiple platforms, including Excel, OneCause, and more
- Interest in working with multicultural teams with diverse constituencies
- Help identify new potential donors through research, and prepare team for major donor meetings
- Ability to multi-task and develop solutions to problems with limited supervision; willingness to learn and strong organizational skills

Qualifications

- Passion for data and data analysis
- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must understand and support Club values
- Education: Some college or equivalent experience in fundraising, marketing, public relations, community building or other relevant skills
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.
- Age requirement: 21 plus
- Knowledge of Microsoft Office Suite, CRMs, and Google Suite

Benefits

- Flexible work schedule . Some evening and weekend hours may be required.
- Paid time off and training
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community-minded team, along with amazing young people.

How to respond

- Please submit your resume to Christina Walton, christina.walton@lbgc.org

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) starting on February 16, 2024.
- We would like to have selected the candidate by March 1, 2024.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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. All offers of employment are contingent on results of a reference and background check.