

GREAT FUTURES START [HERE.](#)



Development Associate

Reports to: Annual Giving Director

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$22 to \$24 per hour, based on experience

Job Type: Full-time; Non-exempt

Overview/Position Summary

The Development Associate is responsible for assisting the Development team's efforts while directly supporting the fundraising team's strategy and initiatives. The Development Associate is responsible for the day-to-day support of frontline fundraisers and serves as a team administrator. The ideal candidate will enjoy interacting with people, be task-oriented, and execute developed fundraising strategies to support the revenue growth of the Club.

Responsibilities/Skills and experience relevant to this position:

- Event Logistics
 - Assist with preparation and execution of events, including the annual Holiday Auction, which includes managing registration, run of show, vendors, etc.
 - Preparing and disseminating meeting materials, arranging speakers, preparing collateral materials, tracking, and post-event follow-up.
- Office Support
 - Perform general office support for the DOD, including scheduling meetings, ordering supplies, and tracking expenses.
 - Work with the development team to produce collateral that supports fundraising priorities, including written materials.
- Attention to detail, and ability to prioritize tasks to ensure completion on time.
- Interest in working with multicultural teams with diverse constituencies.

Qualifications

- Ability to work in an 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 and Experience: Minimum 2 years of administrative experience, Associate degree, or equivalent experience required.
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record
- Ability to bend, reach, and lift boxes and office supplies up to 30 lbs.

Benefits

- Paid time off, Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Primarily work on-site with limited remote work options.
- A typical schedule would be Monday through Friday 9 - 4 pm, some nights and weekends
- Must be available to work on December 5, 2024
- Values and mission-driven organization with an 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 Sarah Chandonnet, Annual Giving Director, sarah.chandonnet@lbgc.org. No phone calls, please.

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) interviews starting on May 15, 2024.
- We would like to have selected the candidate by July 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.