



## Development Associate, Administration

**Reports to:** Resource Development Director

**Location:** 657 Middlesex St, Lowell, MA 01851

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

**Job Type:** Part-time, non-exempt

**Hours per week:** 15-20 hours

### 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, Administration is responsible for the day-to-day support of frontline fundraisers and serves as a team administrative assistant. The ideal candidate will enjoy interacting with people, be task-oriented, and execute developed fundraising strategies to support the revenue growth of the Club. This role will focus primarily on (but not limited to) event administration and support, gift entry and receipting, team administration and support.

### 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, assisting with run of show, vendors, etc.
  - Preparing and disseminating meeting materials, preparing collateral materials, tracking, and post-event follow-up.
- Office Support
  - Work with the development team to produce collateral that supports fundraising priorities, including written materials.
  - Gift entry and database support: accurately input all gifts and donor information, pull accurate and timely reports, and regularly import donor information into the database.
- Attention to detail, and ability to prioritize tasks to ensure completion on time.
- Interest in working with multicultural teams with diverse constituencies.
- Excellent written and communication skills; great attention to detail.
- CRM and computer proficiency (Salesforce, Bloomerang, OneCause, Excel, Google Drive, etc)

### 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: Commitment, Excellence, Fun, Integrity and Teamwork.
- 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 required.
- Paid time off and professional development.
- Values and mission driven organization.
- Interaction with a positive, community-minded team, along with amazing young people.

### How to respond

- Please submit your resume to

### 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 September 29, 2025.
- We would like to have selected the candidate by October 10, 2025.

### Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. The Boys & Girls

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Club of Greater Lowell will provide reasonable accommodations in the hiring process.

**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.