



Corporate & Community Development Coordinator

Reports to: Corporate & Community Development Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$20.50-\$21.50/hr, based on experience

Job Type: Part-time, 28 hours per week

Overview/Position Summary

The part-time Corporate & Community Development Coordinator supports the Corporate & Community Development Manager in growing philanthropic support from corporate and community partners. This position provides direct fundraising support, helping to prepare proposals and stewardship materials, track partner communications and giving, and keep corporate and community relationships moving forward. The Corporate & Community Development Coordinator will provide general oversight of corporate and community individual and group volunteers at Boys & Girls Club of Greater Lowell.

Because of the strong relationship the Club has with its corporate and community individual and group volunteers, the ideal candidate will display close attention to detail, professional communication, and the ability to manage multiple relationships at once. This role will require work on-site at the Club, as well as off-site at tabling or other community-centered events. This is a hands-on role that plays a direct part in helping the Philanthropy team meet its corporate and community fundraising goals.

The Corporate & Community Development Coordinator assists with volunteer engagement initiatives, including planning and supporting corporate volunteer group service days, volunteer socials, recognition events, and awards programs to promote appreciation and retention. The Corporate & Community Development Coordinator also helps organize and leads volunteer training sessions, ensuring all volunteers are well-prepared and fully supported in their roles.

Responsibilities

- Recruit, screen, onboard and evaluate corporate and community individual and group volunteers to assist program staff throughout the Club.
- Serve as a secondary liaison between corporate and community individual and group volunteers and Corporate & Community Development Manager and program managers, to ensure a pleasant and productive service experience.
- Help prepare materials, presentations, and ongoing correspondence for corporate and community contacts.
- Be an onsite coordinator for corporate and community individual and group volunteers at Club events.
- Support planning and execution of corporate and community-facing events and campaigns, including Club Drives such as back-to-school and holiday gift collections.
- Provide and track corporate and community individual and group volunteer orientation and training.
- Maintain volunteer databases; including, but not limited to, tracking hours, training resources, etc.
- Assist relationships with community partners that provide regular volunteer support such as student workers, interns and work-study students.
- Assist with ongoing communication with volunteers through email/phone or other forms of communication as necessary.
- Support the Corporate & Community Development Manager in cultivating, soliciting, and stewarding a portfolio of corporate and community partners and volunteers. Serve as the primary stewardship coordinator for the Corporate & Community Development Manager.
- Track prospect and partner activity, communications in the donor database to support fundraising goals.
- Help implement tools and touches that show partner and volunteer appreciation, such as thank-you notes and recognition effort.

Skills and experience relevant to this position

- Excellent written and communication skills.
- Proficient computer skills along with ability to learn and utilize multiple platforms.
- Attention to detail, willing to learn and have strong organizational skills.



- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Demonstrated ability to learn and apply new technology tools and AI-assisted platforms in a professional setting, in alignment with Club's values, policies, and guidelines.

Qualifications

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- 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.
- Education: High School/GED
- Age requirement: 21+
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.
- Bilingual preferred.

Benefits

- Paid time off, professional development.
- Values and mission driven organization.
- Interaction with a positive, community minded team, along with amazing young people.
- Flexible work schedule.

How to Respond

- Please submit your resume to jodi.weeks@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) interviews on August 6, 2026.
- We would like to have selected the candidate by August 28, 2026.

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 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.