



BOYS & GIRLS CLUB
of Oklahoma County, Inc.

POSITION DESCRIPTION

TITLE: Development Coordinator

PERFORMANCE

PROFILE SOURCE: Executive Professional

DEPARTMENT: Development

REPORTS TO: Director of Development

Exempt Non-Exempt

PRIMARY FUNCTION:

Work with the President & CEO and Director of Development in the following areas:

- Assist with fundraising events, marketing and communication objectives in order to achieve annual fundraising budget
- Implement special projects within the organization. This position requires candidates to have the ability to collaborate with others and organize the various tasks needed for a successful implementation
- Plan and implements direct mail campaigns for the organization
- Maintain the organization's donor database and is responsible for acknowledging donor gifts
- Provide research and writing grants for certain grants to support the mission of the Club
- Provide written copy for the website, social media and newsletter as needed

KEY ROLES (Essential Job Responsibilities):

Strategic Planning

1. In collaboration with the President & CEO, and Director of Development, helps contribute to the planning and implementation of the strategic plan regarding activities related to donor solicitations, donor stewardship, fundraising and marketing.

Special Events & Projects

2. In collaboration with the Director of Development, plan and implement special fundraising events including Flight for Futures and Champions of

Youth. This includes helping oversee the planning of logistics for special events, including obtaining sponsorships, working with vendors and helping to prepare related print materials.

3. Work with the Director of Development and the Volunteer Director in the planning and implementation of various Club events and special projects both internally and with community partners.
4. Work with the Director of Development on the promotion of various national partnerships in conjunction with Boys & Girls Clubs of America
5. Look for ways to promote partners at events, on website and in publications.

Marketing & Communications

6. Work with the President & CEO and Director of Development to execute the organization's marketing and communication plan including brand awareness, social media, e-newsletters and public relations.
7. Help plan and implement the organization's social media plan
8. Assist the Director of Development and Club staff on the promotion of various Club activities and events

Resource Development Support

9. Work with the President & CEO and Director of Development to solicit corporation, foundation and individual donations
10. Plan and implements direct mail campaigns for the organization
11. Assist with grant administration including implementing a grant calendar and coordinating grant reports
12. Implement and maintain a donor stewardship plan for the organization
13. Provide writing support for donor cultivation and stewardship, press releases, appeals and publications
14. Manage the organization's donor database, ensuring all data is clean and accurate
15. Recognize contributions with acknowledgement letters
16. Assist the Director of Development with mailings, letters, donor cultivation and other duties as assigned

RELATIONSHIPS:

Internal: Maintain verbal and written contact with Club management to exchange information, seek and give assistance, consultation and direction. Provides progress reports regarding activities and coordinates event communication and implementation.

External: Maintain verbal and written contact with other agencies, business leaders, community groups, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising. Manage communication with vendors such as event planners, grant writers, printers, etc.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university.
- A preferred minimum of two-three (2-3) years work experience in non-profit agency operations, specifically in resource development, sales/marketing, grant-writing or equivalent experience.
- Considerable knowledge of resource development techniques, and sources of funding for non-profit agencies and organizations.
- Knowledge of: the mission, objective, policies, programs and procedures of non-profit organizations, youth development services preferred.
- Ability to organize and coordinate resource development operations.
- Strong verbal and written communications skills.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.
- Knowledge of accessing and managing donor database, including DonorPerfect.
- Previous experience with planning and implementing annual giving campaigns

SKILLS/KNOWLEDGE PREFERRED:

- Previous experience with digital social media campaigns as well as marketing and communications
- Experience with design software such as Canva or Adobe InDesign
- Previous Boys & Girls Club Experience

GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.
- Modeling Healthy Behavior—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff are expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGCOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.

- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well lighted, heated and ventilated building. On occasion, must work outside.

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.

Signed by:

Development Coordinator

Date

Reviewed by:

CEO

Date