



## Resource Development Associate

**Position Title:** Resource Development Associate  
**Pay Rate:** Salary – Full Time – \$40,000 to \$44,000 depending on experience  
**Status:** Exempt Employee  
**Reports To:** Resource Development Director

### JOB DESCRIPTION:

Works with the Resource Development Director in all aspects of the Development Department. Works with the RD Director and Executive Director to ensure smooth fundraising operations for the Boys & Girls Clubs of Bloomington. Supports all clerical and administrative work of the Development Department.

### RESPONSIBILITIES:

- Assists the Resource Development Director to implement the comprehensive Resource Development Plan that meets or exceeds goals for the following: events (fundraising and stewardship), annual campaigns, direct mail, online giving, corporate giving, major giving, and planned giving. Fundraising activities may include tasks related to the following items.
  - Managing a portfolio of donors for stewardship, cultivation and solicitations. This will include phone calls and face-to-face donor meetings.
  - Lapsed donor communications, including developing donor reengagement strategies and executing activities related to those strategies.
  - Donor stewardship and cultivation.
- Assist with and develop all organizational communications as they pertain to resource development. Marketing and Communications activities may include the following tasks.
  - Electronic online communication and management such as social media, e-mail, website, etc.
  - Written communication with donors and the public via letters, mailings, the newspaper, radio (PSA's and ads), press releases, etc.
  - Minimal graphic design work creation of fliers, posters, invitations, images for online media, and other marketing materials.
- Works in the donor database, Bloomerang, as is needed, executing tasks such as those listed below.
  - According to established guidelines, input information into the database, including address updates, new prospect/donor information, gift information, report data, event participation, notes, etc.
  - Update donor files (hard and electronic) as appropriate.

- Enter gifts into donor database, ensure that all are coded correctly according to campaign, purpose, gift amount, and any restrictions or reporting requirements that may apply.
- Process "thank you's" from the Executive Director, Board Members and any others involved in the solicitation. This will include some handwritten as well as more artistic and creative stewardship pieces.
- Run reports and execute queries from the database to fulfill mailing requests and Development Department data reports.
- Help develop and implement smooth business operations of the Development Office.
- Receive visitors and answer the office's phone, as needed, with a high standard of professionalism.
- Complete Development Department mailing, copying and filing.
- Provide spreadsheet and word processing support on donor records, files, and statistics, if needed.
- Other Development related duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- Strict attention to details in all tasks, **required**.
- Exceptional organizational and prioritization skills, **required**.
- PC proficiency, and experience with word-processing, **required**. Comfortable working for long periods of time during the day on a computer.
- High level of communication skills, **required**.
- Excellent writing and copy-editing skills, *strongly preferred*.
- Knowledge of and experience with fundraising, resource development, donor relations, etc., *preferred*.
- Marketing and/or communication experience, *preferred*.
- Administrative support experience in a fast-paced work environment, *preferred*.
- Ability to accomplish tasks in an agreed upon time frame.
- A proven record of working cooperatively and flexibly as part of a team, including working closely with a direct supervisor daily.
- Works well in a results driven environment, meets deadlines, and tracks activities.
- Comfortable speaking on the phone and in person with donors and other stakeholders in a one-on-one setting and in front of groups.
- A high level of integrity and honesty as there will be work with sensitive data.
- Ability to multi-task, set priorities, and maintain a positive attitude at all times, especially during times of increased workload.

**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.