



BOYS & GIRLS CLUBS
OF THE ROGUE VALLEY

*Serving Youth in
Jackson and Josephine Counties*

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Grants Pass • Illinois Valley • Talent
www.begreat4kids.com

TITLE **Resource Development Assistant**
REPORTS TO **Resource Development & Marketing Director**

BASIC FUNCTION AND RESPONSIBILITY: A primary responsibility of all persons assigned to this job title is to support the mission of the Club and to promote positive youth development and donor relations. To serve as a leader in identifying and creating opportunities to build the Club's base of support. The Resource Development meets the goals and objectives outlined in the "Contributions" section of the annual Resource Development Plan by assisting the Resource Development Director in managing the staffing, volunteers, and activities necessary to generate income and increase positive communications through the year-round campaign, program sponsorships, and program grants targeting businesses, individuals, civic groups, foundations and media groups.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, knowledge, skills, abilities noted herein; however, this list represents **EXAMPLES ONLY** and is not a comprehensive listing of all functions and task performed by this job.

Relationships Internal:

- Serves as a staff member on the Resource Development & Communications Committee, supporting the annual campaign, holiday card mailing, and marketing initiatives via social media, media releases, advertisements and email correspondences
- Collaborates with volunteers and committee chairs for development and communications activities including creating the Resource Development & Communications Plan, and fundraising and stewarding guidance
- Actively participates as a member of the Executive Leadership Staff Team

Relationships External:

- Maintains strategic alliance and contact with donors and prospects, community and business leaders, funders and community organizations, and foundations and the media
- Build / Create partnerships with other youth organizations to form community collaborations that best serve the needs of Club Members

Donor Cultivation & Solicitation:

- Assist in planning and implementing strategies for identification, cultivation, solicitation and stewardship of individual, corporate, foundation and major donors of the annual Resource Development Plan by:
 - Researching and identifying prospects for solicitation
 - Preparing reports and development proposal packages
 - Supporting and training the Board of Directors and Resource Development Team so they can fulfill their responsibility to cultivate prospects and

- conduct face-to-face solicitations of donors and successfully execute other donation solicitation strategies
 - Supporting / creating the annual appeals, thank you letters, and stewarding correspondence throughout the year
- Guide the efforts of Committee Members in achieving goals in their local areas in collaboration with their respective community committees areas

Grants:

- Assists in planning and managing the program grant proposal process for securing funds from foundations and government entities; including research, writing and reporting functions
- Works closely with Program Directors and Resource Development Committee to identify suitable projects for grant funding and determine appropriate strategies
- Assures that narrative follow-up reporting is completed in a timely and accurate manner as required by funder, works closely with Program Directors to gather necessary data

Other Development Efforts:

- Assists in leading the Resource Development Committee in the process of developing the annual Resource Development & Communications Plan, working closely with the Executive Director, Special Events/Finance Director and Board/Committee Members
- Assist in overseeing planned giving program including correspondences, materials, promotion, scheduling presentations, events and stewarding
- Assist in managing / overseeing record keeping and development systems by establishing and maintaining written development procedures regarding:
 - Tracking contributions income
 - Maintaining donor data in a database and in hard files
 - Recognize contributions in accordance with effective donor stewarding practices as identified in the Resource Development Plan
- Evaluates effectiveness of development activities and works with Resource Development Committee to realign strategies as prudent
- Assists in creating annual budget for development efforts and control related expenses within annual budget
- Works with Resource Development Committee and Executive Leadership Staff Team to create a comprehensive sponsorship portfolio for use by the Club
- Assists in the holiday card development efforts
- Make presentations to civic groups, businesses and organizations
- Assists the Executive Director, Assistant Executive Director, Program Directors, Resource Development Committee and Board of Directors with other development needs as required or assigned

Marketing / Communications Efforts:

- Assist in managing public awareness of Club programs, activities and events through marketing and public relations activities including:
 - Media Releases
 - Advertisements (print, radio, television and web as required)
 - Social Media and Website
- Assists in the production of marketing/communications handouts as necessary throughout the year

ENTRY QUALIFICATIONS

Education equivalent to completion of Bachelor's degree in Business, Communications, Nonprofit Management or similar and two years in directly related experience.

SUPERVISION EXERCISED

Requires project-based supervision of volunteers and staff as assigned.

WORK ENVIRONMENT

- Most work is performed in an office/recreation facility environment; working closely with others.
- Must be able to work in a noisy environment for up to 8 hours per day.
- Frequent work of a professional nature outside of office or at fundraising events.
- Ability to maintain occasional flexible hours and work Club's geographic areas.
- Frequent walking, sitting or standing for up to 8 hours.
- The ability to lift/carry up to 25 pounds. With the ability to stoop and crouch; reach for and handle items up to 25 pounds.

SKILLS AND KNOWLEDGE

- Must have the ability to plan, organize and implement projects associated with the organization's annual campaign.
- Supervise staff and support volunteers.
- Skills in writing professional quality grant proposals and communicate clearly with good oral and written communication skills.
- Must have a professional appearance and enthusiastic attitude.
- Skill in preparing and analyzing reports.
- Skill in working with traditional media and social media.

Pay: DOE

This description is intended to indicate the kinds of tasks and levels of work difficulty required of this job. It is not intended to limit or any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.