



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

Position:	Resource Development Coordinator
Location:	Youth IMPACT Center
Compensation:	\$19.00-\$22.00 per hour
Hours/Schedule:	8AM to 5PM
Manager:	Director of Resource Development
Benefits:	medical, dental, PTO, LTD

GENERAL FUNCTION:

The Resource Development Coordinator, under the supervision of the Director of Resource Development, supports all administrative and analytical functions of the Resource Development Department.

RESPONSIBILITIES:

DATABASE MANAGEMENT –

- Ensure consistency, accuracy and compliance of all data entry and storage.
- Manages data integrity including, identifying and merging duplicate records, removing or archiving redundant data and similar tasks to ensure the efficient operation of the system.
- Administer the integration of other data sources on to Donor Perfect and export data from Donor Perfect for all mailings as required.
- Responsible for segmenting the database to support targeted communications for fundraising and marketing events and activities.
- Perform all necessary data selections for export and analysis. Produce campaign reports, financial reports and donor journey tracking.
- Create systems for data capture on all fundraising activities to assess event and donor trends.
- Coordinate print and production of gift acknowledgements and mailers to support the delivery and fulfilment of appeals and regular giving programs.

SPECIAL EVENTS –

- Provides administrative support before, during and after events.
- Track, inventory and reconcile auction items in donor database. Assist with bid sheets.
- Prepare and manage attendees lists, including seating charts and registration materials.
- Track and analyze event financial results.
- Coordinate the distribution of invitations, mailings, donor acknowledgments and promotional materials for events.

GRANT & CONTRACT MANAGEMENT-

- Oversees all aspects of grant management, including grant submission, invoicing and reporting.
- Ensures that the Organization is operating in compliance with grant requirements.
- Maintains grant tracker to ensure the validity of grant related data.
- Manages and maintains all Organizational contracts verifying that they are active.
- Works in conjunction with the Chief Executive Officer to ensure that all contracts meet the needs of the Organization.
- Other duties considered necessary in support of the department, as directed by the Director of Resource Development.

SKILLS, EXPERIENCE & ATTITUDES:

- Four-year degree in related field from an accredited college or university required.
- One to three years of progressively responsible development experience.
- Strong communication skills both verbal and written.
- Great Team Work skills, including an understanding of group dynamics.
- Computer skills: Microsoft Office
- Ability to quickly learn new computer programs, including Donor Perfect.
- Demonstrated organizational, analytical and project management abilities.
- Impeccable honesty and integrity.
- Commitment to being a high performance team player.
- Interest and ability to represent the agency in the public eye.

I accept the terms and conditions of this *POSITION DESCRIPTION*.

Signature _____
Date _____