



NOTICE OF JOB VACANCY

Posting Number: 47-2017
Date Posted: 21 November 2017
Job Title: Resource and Marketing Associate
Locations: Boys & Girls Clubs of South Alabama
1102 Government Blvd, Mobile AL 36604
Hours: Full Time
Salary Range (Annual): \$29,000 - \$36,000
This position is exempt from the Fair Labor Standards Act.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

PRIMARY FUNCTION:

Assist in fostering a culture of fundraising within the organization. Assure that BGCSA's corporate culture, systems and procedures support fund development. Lead staff and volunteers to institutionalize philanthropy and fund development within the organization. Responsible for the coordination of all development office processes, gift processing and donor stewardship activities.

KEY ROLES (Essential Job Responsibilities):

Gift Processing and Donor Stewardship

1. Manage database records for all donations received by the organization.
2. Support Annual Campaign and other fundraising initiatives.
3. Manage gift tracking and donor stewardship processes including data entry in the club's donor database (Donor Perfect), generating gift acknowledgment letters and receipts, contacting donors and board solicitors.

4. Ensure that action items are entered and calendared appropriately and fulfilled in a timely manner.
5. Maintain donor updates in the club's e-marketing database (Constant Contact).
6. Prepare and coordinate written and online appeals to the Club's constituencies.
7. Work with Board Members and other volunteers to prepare personalized appeals/donor profiles.
8. Prepare monthly, quarterly and annual reports detailing and analyzing contributions.
9. Ensure that soft and hard copy files are properly maintained.

Research and Development

10. Research and identify donor prospects including individuals, corporations and foundations.
11. Routinely review donor information (at least monthly) to ensure accuracy and coordinate revisions as necessary.

Marketing and Communications

12. Help identify and produce stories for distribution in hardcopy and electronic formats.
13. Write and distribute the Club's E-News articles every month through Constant Contact.
14. Facilitate regular content updates to the Club's website, social media.
15. Work with design companies on marketing and communication pieces for distribution.
16. Leverage social media to send out Club stories and information.

Event Support

17. Oversee the planning and coordination of the organization's events including Youth of the Year, Golf Tournament, Open Houses and other smaller fundraising, stewardship and/or cultivation events.
18. Assist in the planning and preparation of event-related solicitation materials, Save the Date notifications, invitations, acknowledgements and other materials.
19. Work with Board Members, staff and other volunteers to identify and solicit sponsors/underwriters for financial and in-kind support.
20. Assist in ensuring that sponsor/underwriter benefits are fulfilled.
21. Participate in post-event wrap-up and follow up.

Grants

1. Research grant opportunities and create a cultivation plan for each.
2. Ensure grant reports meet deadlines and outcomes.

RELATIONSHIPS

Internal: Maintain close contact with assigned Directors and other staff to provide technical assistance in matters of fund development; interact regularly with senior management & other staff and as assigned with the Board and its Committees.

External: Maintain contact with external community groups, board of directors, schools, BGCA, funders, local/state/federal government officials and business community.

QUALIFICATIONS

- Bachelor's Degree with a track record of success
- A minimum of 2 years work experience in non-profit development
- For-profit experience also desirable; considerable knowledge of fundraising techniques, and sources of funding for nonprofit agencies and organizations or an equivalent combination of experience
- Must be proficient with various Windows-based software programs, such as Microsoft Office Suite.
- Working knowledge of Adobe Creative Suite
- Strong communication and research skills, both verbal and written.
- Copywriting/Journalism experience - **Please submit a writing sample.**
- General knowledge of the mission, objectives, policies, programs and procedures of Boys and Girls Clubs and of the principles and practices of non-profit organizations.
- Demonstrated ability to organize, direct, and coordinate operations
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with the Boys & Girls Clubs of America staff, Club staff, Board members, volunteers, community groups and other related agencies.
- Familiar with Mobile, Alabama

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and reach with hands and arms.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys & Girls Clubs of South Alabama is committed to diversity in the workplace and is an Equal Opportunity Employer. The Club's policy is to treat all applicants equally without regard to race, color, religion, age, sex, national or ancestral origin, marital status, veteran's status, sexual orientation, or disability in accordance with applicable laws.

Note: This application must include submission of writing sample.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.