



POSITION: Resource Development Coordinator

APPLY TO: Ed Kruskamp
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To apply please include resume, cover letter, two professional recommendations. Submit with your application a single page writing example of how you would market one of the BGCC activities or events listed on the Club website to the general public.

APPLICATION DEADLINE: July 30, 2010

STARTING WAGES: \$24,000 - \$25,500 (DOE) Benefits upon qualification; medical, health savings account, Simple IRA with 3% company match, dental via BGCC clinic, sick leave, paid vacation and reduced fees for childcare services for parents of school age youth. This is a full time position.

Mission and Purpose of the Boys & Girls Club of Corvallis

The Boys & Girls Club of Corvallis is a non-profit organization dedicated to serving the school age youth of Corvallis. The Club's mission is to inspire & enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. To achieve our mission, we rely on the generosity of donors and foundations to provide the funding to serve nearly 10,000 school age children within Corvallis and across Benton County.

POSITION DESCRIPTION: The Club is looking for a Resource Development Coordinator who desires to work in a fast paced environment to support BGCC staff in the primary activity of fundraising. The Resource Development Coordinator's primary focus is to provide marketing and fundraising support resources to the various BGCC Program Directors to enable effective and efficient execution of the Club's mission. The Resource Development Coordinator will occasionally present to small groups and be willing to assist in fundraising efforts as needed. Position reports to Resource Development Director.

QUALIFICATIONS: Bachelors degree in business, marketing, or related field with a proven ability to understand and use data and information to create fundraising materials. The ideal candidate will be highly motivated, have sound project management skills, solid knowledge of marketing principles, enjoy attention to detail, have the ability to work individually as well as within teams, proven writing skills, proven time management experience, working proficiency in computer applications such as InDesign, MSExcel, MSWord, PowerPoint, Outlook, etc. Fundraising experience is desired but not required. Knowledge of MSProject is a plus.

GENERAL RESPONSIBILITIES:

- Develop and/or maintain Resource Development processes, including daily data entry of donor information, thank you letters, and report generation as requested.
- Create and manage compelling marketing materials and information that represents the Club's mission and purpose to be used for a variety of community stakeholders – donors, sponsors, and partners. Including club annual reports and quarterly newsletters.
- Provide marketing and promotion expertise to club Directors and their teams in all areas of marketing youth programs, fundraising events and activities. Maintain the marketing timeline to ensure timely delivery of necessary marketing materials.
- Update program brochures and fliers as needed using InDesign software. Work with Marketing Committee to create annual marketing calendar and associated materials. Coordinate and participate in promotional activities and community fairs, working with directors and staff to market services.
- Provide design and content support for BGCC website improvement project. Support social media efforts with Face book, Twitter and other emerging social media.
- Identify, develop and implement sponsor, donor and community surveys where needed to evaluate Club fundraising efforts.
- Working with BGCC Directors, manage sponsorship and donation input, output, and reconciliation for Club online donor database tool.

- Provide support for fundraising events as needed – annual campaign, golf tournament, and fall kick off jamboree.
- Other duties as assigned