



**BOYS & GIRLS CLUBS**

**POSITION DESCRIPTION**

---

**TITLE:** Development and Events Coordinator

**REPORTS TO:** Director of Development

**FLSA STATUS:**  Exempt  Non-Exempt

**SALARY RANGE:** \$40,000 - \$45,000 per year and comprehensive benefits package

**Applicants should send resume, cover letter and references to [information@bgcfc.org](mailto:information@bgcfc.org)**

**POSITION SUMMARY:**

The Development and Events Coordinator is responsible for supporting the fundraising and event functions of the Club. Reporting to the director of development, the coordinator is responsible for creating and executing projects and programs that support the growth of financial support for the Club. Participating in the full fundraising cycle, the coordinator will be focused on donor stewardship and retention, gift processing, and event management from concept to completion for established and new events.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for daily activities in support of the Club's fundraising activities.
- Maintain relationships and support retention of donors through excellent relationship building skills and follow up.
- Design and maintain an annual organizational calendar of donor stewardship activities and strategies that advance donor retention. This includes events, tours, stewardship reports, etc.
- Ensure individual donors are recorded in database, to include donor stewardship and cultivation activities.
- Create a monthly donor stewardship activity report and calendar.
- Plan, manage and execute events for BGCFC. This includes established and new events as assigned by management team.
- Support overall strategic efforts of the development team.
- Other duties as requested.

**Qualifications:**

- AA degree, preferably in business administration or related field, bachelor's degree preferred.

- Two years of office experience.
- Experience using database programs for tracking and data management.
- Ability to work after hours or weekends for occasional events.

**Other Requirements**

- Undergo criminal background investigation with no charges involving minors

**ENVIRONMENTAL AND WORKING CONDITIONS:**

- Primary duties are performed in an office setting. Events are held on location in the Frederick County Area.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Demonstrated ability to:

- Actively participate in programs
- Multi-task projects in conjunction with day-to-day activities
- Communicate clearly

**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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.