



BOYS & GIRLS CLUBS
OF THURSTON COUNTY

Notice of Vacancy: Resource Development Associate

Title: Resource Development Associate

Category: Management Professional
Exempt

Department: Administration

Reports To: Executive Director

Pay Range: \$45,000-\$50,000/year DOQ

February 9, 2017

Boys & Girls Clubs of Thurston County Mission:

To inspire and enable youth to realize their greatness.

GENERAL DESCRIPTION:

The Resource Development Associate is a fundraising professional and raises funds for Boys & Girls Clubs of Thurston County (BGCTC) to serve children and meet its mission. This is a key management position in the organization. The position reports to the Executive Director and works closely with the Board, staff, event committees and the community -- including donors of all kinds. The person in this position must exhibit tenacity in the face of rejection, grace under pressure, innovative thinking, a sense of humor -- and above all -- genuine relationship building skills. The person in this position has a high profile in the community and must always be looking for new resource development opportunities. In 2017, the Resource Development Associate will be responsible for working alongside the Executive Director and Resource Development team to secure \$1.7 million in support of Boys & Girls Clubs of Thurston County's operating budget.

JOB DESCRIPTION:

1. The main focus of the Resource Development Associate (RDA) is planning and implementation of our **Annual Campaign** -- developing relationships with board members, donors and community members in order to solicit annual philanthropic contributions. Maintenance of an active stewardship program is key.
2. **Work collaboratively with BGCTC's Resource Development Team**, comprised of another Resource Development Associate, Events and Communications Manager and Grant Writer in support of BGCTC's programmatic, public relations, marketing and resource development goals.
3. Execute and refine BGCTC's **Annual Resource Development Plan** to assure financial success and quality management of fundraising efforts, including draft budgeting.
4. Grow Boys & Girls Clubs of Thurston County's **Corporate Partnerships** in support of programmatic and marketing objectives of the organization. RDA is responsible for maintaining and growing current portfolio of corporate donors, as well as actively soliciting and establishing new relationships in all communities with current and future Club presence.
5. Play a key role in BGCTC's **two fundraising events, Foundation for the Future breakfast and Born to be Wild dinner & auction** by assisting with event sponsorship procurement, audience development, auction item procurement, event follow up and other duties as assigned.
6. Work **very closely with fellow RDA** to ensure appropriate support to assigned teams of Board members, stewardship of assigned donors, and collaborative approach to new partnerships in the community.
7. **Represent the organization** throughout the community by making presentations about our mission to civic and business groups; networking through local chambers and civic clubs; serving in a volunteer capacity on boards or committees relevant to our mission.
8. Other duties as assigned including community relations, marketing, and attendance at meetings, events and training.

QUALIFICATIONS:

- College degree preferred.
- 2-5 years of experience in fund raising, with demonstrated leadership in implementing a diversified fund raising strategy.
- A highly entrepreneurial, multi-tasking self-starter.
- Experience in working with high performing teams.
- Excellent written, oral, presentation, sales and professional skills.
- Competency with applicable computer hardware and software as needed, including Word, Publisher, Excel, PowerPoint and general fundraising database management.
- The ability to work independently and monitor own performance objectives.

- The proven ability to meet the demands of the bottom line and achieve goals.

PERSONAL ATTRIBUTES:

- Exceptional relationship building skills
- Tenacity and persistence in the face of rejection
- Enthusiastic and positive attitude
- A high degree of concern for ethical conduct
- Passion for the advancement of the organization's mission
- A builder of partnerships and relationships
- Flexible in nature

BENEFITS:

- Medical, dental, and vision insurance paid for employee.
- Employer pays cost of life and long term disability.
- Employer does not pay for dependent coverage, but coverage is available for purchase by employee.
- Employer pays 100% of pension contribution, equal to 6% of annual salary (waiting period applies).
- Enrollment requirements and waiting periods apply.
- Two weeks paid vacation annually.
- Company paid cell phone stipend for business use.
- Civic Club Membership paid by employer.

APPLICATION PROCESS:

Please send a complete resume, salary history, minimum of 3 professional references and cover letter electronically to apply@bgctc.org, addressed to

Katya Miltimore, Executive Director
Boys & Girls Clubs of Thurston County
2424 Heritage Ct SW Ste 301
Olympia, WA 98502

Incomplete application packages will not be reviewed. Selected applicant will be hired provisionally pending successful completion of criminal history background check and drug test.

Position open until filled, but priority consideration will be given to applicants who submit materials by April 1, 2017.

Boys & Girls Clubs of Thurston County is an equal opportunity employer.

About Boys & Girls Clubs of Thurston County:

The organization was founded in 2001, and over the past 15 years has grown to five Clubs (Tumwater, Lacey, Rochester, Olympia (at Jefferson Middle School) and Tenino (at Tenino Elementary School), serving over 2,800 kids annually. Boys & Girls Clubs of Thurston County's (BGCTC) main priority outcomes for the youth we serve are academic success, good character and citizenship, and healthy lifestyles. An annual membership at one of our Boys & Girls Clubs is only \$25, and scholarships are available, so that every child has an opportunity to belong to a Club. Clubs are open year-round, with an afterschool program during the school year, and a summer camp program during the summer. We employ over 50 part-time and full-time staff to carry out our mission, and are led in our work by a dedicated and hard-working board of directors comprised of 25 community leaders. Our rapid growth in our community can be attributed to a strong strategic plan, a talented group of youth development and administrative professionals, and wonderful support from our community. In fact, 75% of the organization's operating budget comes from local donors such as corporate and private foundations, corporate sponsorships of our programs and events, and individual donors.

In the fall of 2016 we celebrated our 15th birthday as well as opened our 5th Club in Tenino. We are committed to growing our services to the most underserved children in Thurston County, and we continuously build our team and our board to support our aspirational vision that every child in our community has an opportunity to develop a meaningful relationship with a trusted adult mentor in a safe and welcoming environment.