



**BOYS & GIRLS CLUBS  
OF CENTRAL IOWA**

**JOB DESCRIPTION** (revised 8.28)

**POSITION TITLE: Resource Development Coordinator**

**PROFILE SOURCE: Management Professional**

**STATUS: Exempt/Full Time**

**GENERAL DESCRIPTION:**

Under the supervision and with guidance from the Director of Resource Development, the Resource Development Coordinator is responsible for generating fundraising income from corporate, foundation and government grants. This position is responsible for writing compelling and timely grant requests, completing grant reporting, producing acknowledgements of donor gifts, supporting special events and coordinating stewardship efforts. This position will also provide research on individual, foundation, corporate prospects and current donors.

**MAJOR DUTIES AND SPECIFIC RESPONSIBILITIES:**

- Maintains grant deadline calendar; writes proposals and coordinates all aspects of proposal production and submission for annual refunding of existing contracts as well as identification of new funding opportunities.
- Serves as a resource to all necessary program staff to ensure quality implementation and coordination of grant funded programs including budgeting and program goal setting; monitors grant restrictions to comply with funding agency.
- Helps identify local, state and federal government funding opportunities; collects and maintains local, state and national Boys & Girls Clubs statistics and information.
- Enter all gifts into DonorPerfect and produce the appropriate acknowledgement letters.
- Maintain accurate and up-to-date donor and prospect information on the Donor Perfect database.
- Produce fundraising collateral as needed, including acknowledgement letters, direct mail appeals and case for support documents.
- Coordinate special event strategies to cultivate, solicit and recognize donors.
- Collaborate with Director of Resource Development and board leadership to ensure effective and appropriate solicitation of funds in support of special events.
- Assist with creating and sending direct mail appeals.
- Coordinate and execute stewardship activities in collaboration with board leadership and the Director of Resource Development.

**General/Other Duties and Responsibilities**

- Promote high ethical and professional standards in all activities and with all agency staff.
- Maintain ethical standards established for fundraising professionals.
- Ensure that supervisor is informed of any recurring or significant problems in a timely manner.
- Perform other related duties and responsibilities as required or as assigned.

**Education**

Bachelor's degree from an accredited college or university in communications or related field.

**Experience**

A minimum two years’ work experience in a nonprofit with an emphasis on grant writing, persuasive communication, and/or donor relations.

**Knowledge, Skills & Abilities**

- Excellent verbal and written communication skills, including the ability to write and speak persuasively.
- Be creative, be a strong team player and possess the ability to work in a fast paced, quickly changing environment.
- Excellent organizational skills, including the ability to work with multiple projects concurrently, prioritize workload, and consistently meet deadlines.
- Strong attention to detail and ability to work with a high degree of accuracy.
- Self-starter with a high degree of initiative.
- Ability to work well independently and as a member of teams.
- Able to interact well at various levels of the organization, as well as work with a wide variety of people and personality types.
- Passion for communicating BGCCI’s mission to the community.
- Positive and professional attitude and demeanor.
- Ability to maintain confidentiality of donor information.
- Valid Iowa State Driver’s License and a clean driving record.
- Ability to pass a background check and pre-employment drug screen.

**FAIR LABOR STANDARD CLASSIFICATION: FTE Exempt (salaried)**

**The Boys & Girls Clubs of Central Iowa is an Equal Opportunity Employer**

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**Employee's Signature**

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**Date**

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**Supervisor’s Signature**

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**Date**