



**Job Title:** Development Coordinator  
**Job Type:** Non-Exempt; Full-time  
**Job Location:** BGCC Admin Office: 1950 E. 220th Street, Suite 207  
Carson, CA 90810  
**Reports to:** VP of Development & Marketing  
**Salary:** \$21.63-\$26.44/Hourly

### **Boys & Girls Clubs of Carson's Mission:**

The Boys & Girls Clubs of Carson (BGCC) offers our young people a safe environment where they can have fun and be themselves, dedicated adult mentors who respect and listen to them, and outcome-based programs that empower youth to become lifelong learners.

### **Position Summary**

Under the supervision of the VP of Development and Marketing, the Development Coordinator will provide high-level administrative support to maximize philanthropic funding and Board engagement for the Boys & Girls Clubs of Carson. This position is heavy with administrative project management duties and involves managing multiple deadlines at once. The ideal candidate is self-motivated with a keen attention to detail and holds themselves to high expectations.

### **KEY ROLES (Essential Job Responsibilities)**

#### **Administrative (70%)**

- Serve as a high-level executive assistant to the CEO, VP of Development, Board of Directors, and Board committees, including but not limited to scheduling appointments and travel, calendar management, organization of file systems, and coordinating projects as assigned.
- Support board relationship management including coordinate event and meeting logistics, lead recognition and stewardship activities and facilitate board meeting preparation activities.
- Administer the BGCC's Board portal (Boardable) including coordinate calendar of meetings, maintain, update and archive documents, track board engagement and ensure access to board members.
- Administer the BGCC's CRM system (DonorPerfect) including gift processing, receipting, reporting and updating of records, and ongoing reconciliation with VP of Finance.

- Ensures integrity and accuracy of donor data through establishment and adherence to SOPs.
- Support the production of development mailings including but not limited to direct mail campaigns and stewardship activities.
- Responsible for timely generation of reports to support department and organizational needs.

### **Stewardship (30%)**

- Under the guidance of the VP of Development and Marketing and Development and Marketing Manager, implement and maintain an effective system to ensure appropriate stewardship activities are fulfilled for BGCC prospects and supporters; meet assigned goals for constituent interactions and timely tracking of contact reports in CRM.
- Coordinate in-kind donation stewardship and distribution to sites.
- Provide administrative support for BGCC events and activities, including but not limited to guest management, revenue tracking, and auction coordination.
- Distribute mail to the right departments and process donations.

### **Relationships**

**Internal:** Maintains close, daily contact with CEO and development department to receive/provide information, strategize, discuss issues, and advise/counsel. Maintains regular contact with Board of Directors, to strategize and propel the donor program.

**External:** Maintains close contact with donors, volunteers and community organization, as requested.

### **Skills/Knowledge Required**

- Bachelor's degree preferred or equivalent experience required.
- Minimum of 2-3 years of fundraising or administrative support experience or relevant business/volunteer experience.
- Must be a self-starter while also being collaborative and a team player.

- Knowledge of administrative procedures, such as coordination of people and resources, planning, and resource allocation, as well as ability to develop presentations, reports, and business correspondence, manage files and records, and coordinate other office procedures.
- Proficiency is expected with the most recent Microsoft Office Suite, including Excel, Word, Outlook, Publisher, and PowerPoint; and a general comfort level with technology, including web sites and social networking.
- Strong verbal and written communication and presentation skills. Excellent interpersonal and relationship-building skills. Active listening, analytical, and problem-solving skills.
- Effectively multi-task, establish priorities, and work in a fast-paced environment. Highly efficient in time management and can meet deadlines under pressure. Detail-oriented and strong organizational skills.
- Familiarity with social media, email marketing and CRM platforms such as Donor Perfect.
- Demonstrated leadership skills.
- Must be fully vaccinated

#### **Additional Responsibilities**

- Ability to perform other tasks as needed.

#### **ENVIRONMENT AND WORKING CONDITIONS**

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

#### **PHYSICAL AND MENTAL REQUIREMENTS**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

#### **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.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

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**Employee Name, Signature**

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**Date**

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**VP of Development & Marketing  
Name, Signature**

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**Date**