



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

DEVELOPMENT OPERATIONS COORDINATOR

SUPERVISOR

Brianna Harty, Director
of Donor Relations and
Grants Management

STATUS

STATUS

Full-time, hourly with
benefits
Non-exempt

STARTING SALARY RANGE

\$40,952-\$65,416
Annual salary
(\$19.69-\$31.45/hr)
DOQ

BENEFITS

- Medical Insurance
- Dental/Vision Benefits
- Long Term Disability, based on medical approval
- \$10,000 Term Life Insurance Policy
- Pension Contribution (pending eligibility requirements)
- Staff Childcare Discounts
- Paid Holidays

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

ABOUT THE AREA

Tri-Cities is a community of over 250,000 residents located in the Columbia Basin, less than 200 miles from the Metropolitan areas of Seattle and Portland. Tri-Cities is a growing and stable community with major industries of agriculture, science/technology, and healthcare. Schools are highly rated and it continues to be recognized as a great place to live, work, and raise a family. Our area enjoys 275+ days of sunshine annually, with less than 10 inches of rainfall. Outdoor enthusiasts will enjoy easy access to boating facilities, hiking trails and more.

POSITION SUMMARY

The Development Operations Coordinator –Resource Development will be responsible for managing the daily operations of the Resource Development (RD) department. Working across the RD team, the Operations Coordinator will complete all development operations including but not limited to reporting, analytics, database management, grant reporting, and the optimization of existing/future fund development platforms. The Operations Coordinator will build upon Boys & Girls Clubs of Benton and Franklin Counties current processes for the efficient and effective management of daily fundraising operations, providing key insights and

approaches that will support the department's goals to diversify revenue and increase awareness for programs and services. The Operations Coordinator will also be the department lead for the management of electronic fundraising platforms that support annual fundraising campaigns for donors ensuring excellent giving experiences. The Boys & Girls Club is currently poised, following successful completion of a Capital Campaign, to increase visibility and donor perception in our community. We value creative, self-motivated people who care deeply about empowering our local children and teens.

QUALIFICATIONS

- B.A. or B.S. in a field related to the mission of the organization is preferred. A combination of work experience and education may be considered.
- Demonstrated experience in project management and process improvement.
- Development experience is not required, but is preferred.
- Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.
- Strong computer skills required.
- Strong verbal and writing skills.
- Enthusiasm for mission and motivation to learn new skills on the job.
- Ability to work a varied work schedule including some nights and weekends.
- Must be able to lift and move objects as heavy as 40 lbs.

JOB FUNCTIONS

- Serve as the coordinator for organization's efforts to understand its constituent data by guiding analysis and segmentation efforts in order to inform senior management and RD staff.
- Utilizes donor database to assist development team in targeted donor stewardship.
- Executes, as directed, our donor experience plan in accordance with received donations
- Maintains and updates Resource Development Dashboard
- Maintain accurate record of past and present grant opportunities, deadlines, and proposals and coordinates and submits timely reporting of outcomes to funders.
- Runs data/query reports as directed or needed. Manage custom reporting requests and production of standard reports.
- Coordinates efforts to ensure all staff are aware and knowledgeable of grants management processes and technology to the degree their functions require. This

includes designing dashboards and training staff of all departments formally and informally.

- Develop and maintain strong relationships with colleagues and donors.
- Manage all existing records, codes, tables, queries, exports, and report parameters; adding, archiving or deleting as needed.
- Oversee planning and development, design, and implementation of systems/process improvements to the operational infrastructure, including overseeing documentation of all processes and protocols relating to operations.
- Utilize queries and exports to develop effective donor reports and lists.
- Collaborate with CFO and finance team for gift processing, including the proper communication, financial and technical aspects.
- Assists with the coordination of recognition and cultivation activities and events for major individuals and corporations.
- Assist in other areas as needed.

APPLICATION PROCESS

Position inquiries via phone and e-mail are acceptable. Please submit a cover letter as well as a full resume and references to brianna.harty@greatclubs.org

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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