



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

#### **SUPERVISOR**

Elizabeth McLaughlin,  
CDO

#### **STATUS**

Part-time, hourly

#### **STARTING SALARY RANGE**

\$28.06-\$36.44/Hour  
DOQ/DOE

*\$.50/hr additional pay  
for bilingual staff  
(assessment required)*

# PROSSER DEVELOPMENT DIRECTOR

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## **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 3000 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 Assistant will be the key staff member leading efforts in Prosser to increase involvement and investment in local Club programs and initiatives. Development goals include increasing investment in Clubs through campaigns targeting individual donors, foundations, and corporations. This position will support special event, donor relations, and stewardship efforts in Prosser community, as well as assist with support for other areas of development within service area. The Boys & Girls Club is currently poised, following successful completion of a multi-year impact plan, to expand programs to serve more youth in our community.

A candidate for this position will be able to engage alongside team members as well as contribute to a culture of collaboration and accountability. Strong interpersonal skills are critical to engaging donors and leading effective conversations around donor investment and Club mission.

## 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 working in the Prosser community.
- Previous Development experience is not required, but is preferred. Of critical importance is strong relationship building skills, excellent verbal and written communication, detail oriented, and strong project management skills. Applicants with out-of-industry experience are encouraged to apply.
- 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.
- Must be able to lift and move objects as heavy as 40 lbs.

## JOB FUNCTIONS

- **Resource Development:** Support a comprehensive Resource Development Plan that meets or exceeds goals in the areas of individual giving, special events, corporate donations, and Capital Campaigns for Prosser Clubs.
- **Donor Development and Management:** Develop and implement a system of donor development and management that includes: Prospect Research, Development, Maintenance, Acknowledgements, and Recognition.
- **Special Events:** Organize and direct special events including Festival of Trees, Dunk Tank, and miscellaneous.
- **Individual and Corporate Giving:** Effectively plan and implement giving programs to meet fundraising objectives.
- **Grant Writing Support:** Provide coordination of the Grant Writing process including researching grants, coordinating the writing process, and ensuring timely submittal for Prosser.
- **Public Relations:** Oversee Public Relations functions including media relations and press releases for Prosser Clubs.
- **Marketing:** Oversee Donor-facing marketing efforts for Prosser Clubs including newsletters, external publications, graphic standards, written communications, AV presentations, and scripts for public speaking. Work collaboratively to support the Creative Department on other marketing functions.
- 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 [heather.robertson@greatclubs.org](mailto:heather.robertson@greatclubs.org)

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

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