

**BOYS AND GIRLS CLUBS OF DORCHESTER
JOB POSTING**

TITLE: Development Office and Special Events Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Events and Communications
FLSA Class: Non- Exempt

JOB SUMMARY/PRIMARY FUNCTION:

Reporting to the Director of Development & Communications, the Development Office and Special Events Coordinator is responsible for supporting all of the Boys & Girls Clubs of Dorchester Development Office with a concentration on special events. This position requires attention to detail, the ability to multitask, a high level of organization and excellent communication skills, both written and verbal.

KEY ROLES: (Essential Job Responsibilities)

Special Events:

- Collaborate with the Director of Development & Communications (DODC) on all event logistical operations (food & beverage, budgeting and invoicing, prize procurement, staging/AV) and financial/budget planning to meet and exceed all fundraising goals for Club events.
- Help grow and manage the BGCD Young Professionals group which includes engagement through volunteering, special events and email communication.
- Manage pre-planning logistics including guest registration, revenue and event sales, name tags, table assignments and status reporting using donor and event software. (Donor Perfect or like)
- Communicate with Volunteer Coordinator to ensure accurate volunteer committees for pre-event planning to include detailed assignments and schedules to delegate tasks on site at events
- Effectively correspond with sponsors, guests and event committees for each event under the direction of the DODC.
- Coordinate mailing solicitation, acquisition and documentation of auction items, gifts, prizes and record in event software. Create item description sheets and certificates where needed for event.
- Help oversee on-site revenue procedures at events including silent and live auction, raffle, fund a cause and all on site revenue streams.
- Work with DODC and Marketing Coordinator to promote all events through advertisements, postcards, social media and email. Help to create segmented lists for each event and make sure all guests and sponsors are transferred over to Constant Contact for email marketing.
- Enter all relevant special event-related information that includes sponsorships and donations into the database and follow up on receivables.
- Produce accurate and timely donation acknowledgements for all events
- Help manage the Boston Marathon Program and Clubs peer-to-peer fundraising events. Coordinate application process, recruit new teams, offer ideas for engaging supporters, and manage communications among participants.
- Coordinate with DODC on club member involvement and appearances at events. Coordinate schedules, permission slips, transportation and provide necessary communication.
- Conduct industry research regarding other fundraising techniques/events

Other duties:

- Assist the Development office with time sensitive work and club mailings.

- Enter and record all gifts as it relates to Development Office fundraising and create appropriate and timely acknowledgement letters for each gift. (grants, individual giving, in-kind ect.)
- Assists the President/CEO with preparing/distributing meeting materials, board summaries, coordinating meeting logistics (Zoom calls) and other administrative tasks
- Manage fulfillment of Donor recognition and Stewardship gifts. (Club swag, Benefits and letters)
- Adhere to, promote and represent the Clubs Mission, Core Values and Code of Ethics.
- Other duties as assigned.

SKILLS/REQUIREMENTS:

- Bachelor Degree with 1-3 years' work experience in Event Planning/Management.
- Possess strong customer service skills and an enthusiasm for the work and mission of the Boys & Girls Clubs of Dorchester
- Detail-oriented with strong organizational skills as well as experience managing logistics of complex events or programs.
- Proficiency with Donor and event database systems (DonorPefect, DonorDrive, Givengain) or other fundraising software applications.
- Proficiency with Microsoft Publisher, Adobe Photoshop and other Microsoft Office tools to include Word, Excel, and Mail Merge proficiency.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club Administrative and Development Staff to best meet development goals and provide/receive information related to event activities; seek input from all professional staff pertaining to development and event related activities.

External: Funders, donors, collaborators, volunteers and special event vendors, sponsors, and others as needed.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

No unusual physical requirements. Requires some heavy lifting at events, and nearly all work is performed in a comfortable indoor facility.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, standing, walking, handling objects with hands, talking, hearing, typing and looking at a computer screen. Job occasionally requires reaching and lifting up to 10 pounds.