The general function of the Resource Development Associate is to assist in all activities as they relate to the Development Department and is under direct supervision of the Director of Resource Development.

The qualifications for the Resource Development Associate are to have a minimum of three years of college, secretarial, or business school, or/and equivalent work experience, should possess outstanding verbal and written communication skills, marketing and people skills are a must, and must be proficient with computer and general office. This position requires that a person be a self-starter and be able to multi-task to meet deadlines.

Development Duties Include:

1. **Donor Tracking:**
   a. Review each donation as it comes into the organization and categorize each. Then make two copies of checks. One copy goes to the Accounts Service Manager the other is for your records.
   b. Enter the donation into RMS or other donor tracking software.
   c. Merge donor data into proper letter and have signed by Executive Director.
   d. Copy letter to be placed in donor file with the copy of check attached.
   e. Each donation will receive a receipt of gift, tribute envelope, and letter.
   f. Mail out letter no later then 48 hours of initial receipt.
   g. Generate new thank you and solicitation letters when required.
   h. At the end of the month generate a report of all contribution received and match it with the Accounts Service Managers income received. After this process the report is given to the Director of Resource Development to meet with the Executive Director to go over.

2. **Special Events:**
   a. Duties as assigned by the Director of Resource Development.
   b. Flyers and promotional material.
   c. Tracking participations.
   d. Income and expense reports.

3. **Grants and Foundations:**
   a. Research and contact grant resources.
   b. Prepare all applications, narratives, and concept letters for grant request.
   c. Put together all required materials for grant request.
   d. Research demographics and other benchmarks of population served and surrounding community.
   e. Prepare NAP and YOP applications, quarterly reports, and tracking forms.
   f. Prepare all reports as it relates to grant request.
   g. Maintain current files for each proposal and related material.
4. Marketing:
a. Create and send out press releases. Make phone calls to media to follow up on attendance to events and programs.
b. Put together media packets to handout to media. The packet includes all information as it relates to the event and the club.
c. Create marketing materials, brochures, flyers, letters, etc.
d. Send information to web host to update site.
e. Write articles for The Challenge and monthly E-News.
f. Take pictures of activities, special events, and programs as it relates to The Challenge and E-News.
g. Create data to be used in mailings and solicitations.
h. Orders supplies as required for development activities.
i. Orders supplies as required for development activities.
j. Generate reports as it relates to all outcomes from marketing efforts.

5. Administration:
  a. Attend Board Meetings.
  b. Take minutes of the Resource Development Committee Meeting and any task force that relates to this committee.
  c. Take minutes of the Deferred Giving Task Force Committee Meetings.
  d. Prepare materials required by committee and task force.
  e. Prepare reports and other items for the Director of Resource Development as required for their reports to the Executive Director and the Board of Directors.

Other skills that are required are:
1. Comprehensive knowledge of the mission, objectives, philosophy, policies, programs, operational standards and procedures of the Boys & Girls Clubs of Springfield.
2. Comprehensive knowledge of fund-raising techniques and sources of funding for not-for-profit agencies and organizations.
3. Comprehensive knowledge of public and private resource development, funding and service resources for Boys & Girls Clubs of Springfield, not-for-profit organizations, and youth programs.
4. Comprehensive knowledge of annual giving, capital campaigns, foundation/corporate solicitations, deferred giving, communications, and special events.
5. Demonstrate independent judgment to determine project guidelines, purpose, follow-through and completion.
6. Strong ability to organize and coordinate fund-raising projects.
7. Ability to understand financial reports including budgetary guidelines and project expenditures.