



BOYS & GIRLS CLUBS
OF THE COASTAL PLAIN

-serving youth in Pitt, Lenoir, Beaufort, Greene and Martin counties

Title: Annual Campaign Coordinator

Reports to: Vice President of Development & External Affairs

Department: Development

Position: Full-Time Exempt

Job Summary:

Under the general supervision of the Vice President of Development & External Affairs, the Annual Campaign Coordinator will be responsible for implementing strategy to capture mid to low range donors. This position will lead the execution of the BE GREAT Series consisting of multiple ask events. Volunteer recruitment and training will be necessary to build out an effective Annual Campaign team. The Annual Campaign Coordinator also works to maintain and accurately update the donor database. Normal internal office environment with occasional travel to Clubs. Occasional evening and weekend work for special events.

Job Functions and Accountabilities:

- Recruits and trains all BE GREAT Series chairs and table hosts
 - Creates BE GREAT Series training and marketing material
 - Leads Mass Appeal initiatives such as Giving Tuesday, letter writing campaigns, and holiday appeals
 - Oversees all national cause-related marketing partnerships and creates and fosters local initiatives
 - Coordinates events and manages membership for Club Blue, a young professionals giving society
 - Maintains processes and procedures for reconciling and assuring accuracy of all information, spreadsheets, reports, lists, files and data
 - Manages and updates relational information, personal and contact information for all constituency types
 - Manages sensitive and confidential information with integrity
 - Works on all activities, events, special projects, miscellaneous job-related duties as assigned
 - Attends all committee meetings as assigned by the Vice President of Development & External Affairs
 - Observes all agency policies and procedures
 - Contributes to maintaining positive office morale, even in the face of high work volume and challenging periods
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Educational Qualifications and Skills Required:

- Bachelor's degree in business or a related field preferred.
 - Demonstrates proficiency of database management and solid technology skills with expertise in Microsoft Word, Excel, Access and PowerPoint. Experience with DonorPerfect is preferred.
 - Minimum two years of experience working in a fund development environment with knowledge of annual giving, donor solicitation processes, and donor relations highly desirable.
 - Superb time management, organizational skills, and the capacity to work under pressure to meet deadlines.
 - Proven ability to accomplish multiple tasks simultaneously while working in a fast-paced environment.
 - Strong communication (both oral and written forms) and human relations/interpersonal skills with the ability to explain technical concepts efficiently and clearly.
 - Ability to take initiative, prioritize duties, and work independently while functioning as a member of a team.
 - Strong attention to detail essential. Must have excellent proofreading and clerical skills with meticulous concern for accuracy, detail, and appearance of outgoing materials.
 - Office experience in the public or non-profit sector desirable with knowledge of youth development issues and support for the mission of Boys & Girls Clubs.
 - Positive team attitude.
 - Some evening hours required (to work on special events with minimal travel).
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Employee Classification:

As defined by the Fair Labor Standards Act, "exempt" status employees are exempt from the protections of the wage and hour laws of their state, or of the FLSA. "Exempt" employees must always be paid on a salary basis, not subject to reduction based on the quality or quantity of work performed.

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.

Application Instructions:

Please submit cover letter, resume and salary requirements to Vice President of Development & External Affairs, Theresa Gilmore at theresa@bgccp.com. No phone calls please.

GREAT FUTURES START HERE.