GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS
OF YELLOWSTONE COUNTY

Position Title:	Specialist; Cultivation & Stewardship
Performance Profile:	Administrative Professional
Department:	Resource Development
Reports To:	Vice President, Donor Engagement
FLSA Status:	Non-Exempt

PRIMARY FUNCTION:

Coordinate the effective and timely implementation of all stewardship and cultivation activities to ensure success of the various donor engagement operations for the Boys & Girls Clubs and Boys & Girls Clubs Endowment Foundation. Oversee and support volunteer and local Club alumni service projects that support the Club's donor engagement and member service projects.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Maintain and manage the overall donor engagement calendar to ensure timely and effective implementation of all stewardship and cultivation programs and activities.

Strategic Planning

- Identify opportunities to improve the day-to-day donor engagement operations, processes and systems and provide recommendations to executive leadership that will strengthen organizational capacity and maintain public trust in the Boys & Girls Club and Endowment Foundation.

Resource Management

- Maintain and distribute the master donor engagement calendar, which will include all cultivation & stewardship activities, campaigns, special events, and grants to generate new revenue for the Boys & Girls Club and Endowment Foundation.
- Ensure the relevant materials and information are available for the successful planning and implementation of all donor engagement activities on the master calendar.
- Support the planning and execution of special events through the collection and management of relevant data, details, logistics, and support activities are in place and complete according to plans.
- Monitor, review, and update information in the donor management system to ensure individual donor data and giving information is accurate and available for use in donor engagement planning.

Resource Development

- Compile and analyze donor data and giving history to assist Club Leadership with the development of individualized donor engagement plans to generate significant new revenue for the Boys & Girls Club and the Endowment Foundation.

Marketing & Public Relations

- Provide assistance to create electronic and hard copy promotional material for fundraising campaigns and special events as well as electronic and print newsletters.

Administrative and Operational Systems

- Provide executive support to the Vice-President, Donor Engagement to ensure a productive working environment.

- Answer telephones, providing general information, referring calls to other staff or taking messages as necessary.

- Perform other related duties and responsibilities as needed or assigned.

RELATIONSHIPS:

Internal:

Maintain regular, close contact with the Club's executive leadership along with other Club professionals and volunteers to share information, discuss issues, ensure all resource development processes and systems are functioning properly so the Boys & Girls Club and Endowment Foundation reach their fundraising targets.

External:

Maintain close regular contact with vendors, volunteers, stakeholders, and partners who assist with raising awareness and generating new revenue for the Boys & Girls Club & Endowment Foundation.

SKILLS / KNOWLEDGE PREFERRED:

- Three to five years of experience with non-profit fundraising operations.
- Proven ability to prioritize work and manage multiple projects at one time.
- Strong analytical and organizational skills with proven ability to be accurate with details.
- Exceptional written and verbal communication skills.
- Experience with developing marketing and publicity materials.
- Ability to communicate effectively with individuals inside and outside the organization.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing these job duties, the employee is regularly required to walk and stand for periods of time; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee may be required to stoop, kneel, or crouch and should be able to lift, push or pull and move up to 30 pounds and should be capable of climbing, kneeling, twisting and bending in various environments.
- This employee will typically work in an office setting with overhead lighting and needs to have the following specific vision abilities: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee may occasionally be asked to drive a vehicle or travel to meetings or events relevant to their normal duties or another type of organizational activity or event they are asked to support.
- As part of their donor engagement and fundraising responsibilities, the employee may be required to work some evenings and weekends depending on the timing of events and job responsibilities.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. The information in this position description 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.

Signed by:	_____	_____
	Specialist; Cultivation & Stewardship	***Date***
Approved by:	_____	_____
	Vice-President, Donor Advancement	***Date***
Approved by:	_____	_____
	President & CEO	***Date***