



POSITION DESCRIPTION

DEVELOPMENT ASSOCIATE

JOB TITLE: Development Associate
LOCATION: Boys & Girls Club of Greenwich, Greenwich, CT
JOB TYPE: Full-Time
SALARY RANGE: \$45,000–\$60,000, commensurate with experience

TO APPLY:

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to nonprofitjobs@thestrategygroupllc.org. Please title emails as BGCG DEVELOPMENT SEARCH in the Subject Line. Resumes will be accepted until the position is filled.

OVERVIEW OF DEVELOPMENT ASSOCIATE POSITION:

The Boys & Girls Club of Greenwich is seeking a Development Associate. This position is a full-time typically 40 hours a week, with additional requirements around evening and weekend events. We are seeking a dedicated and detail-oriented Development Associate to join our dynamic fundraising team. This individual will play a key role in supporting our development operations, with a strong emphasis on database management using Raiser's Edge. The ideal candidate will be passionate about nonprofit work, highly organized, and eager to contribute to a mission-driven organization.

ABOUT BOYS AND GIRLS CLUB OF GREENWICH:

Our mission is to prepare young people, through enrichment opportunities and supportive relationships, to be responsible, caring and productive community members. For over 100 years, BGCG has offered Greenwich kids a safe place to learn and grow – and have fun at the same time. Our staff and board are committed to providing high-quality educational programs, building character and citizenship, maintaining diversity, and offering kids and teens ages 6-18 a safe, nurturing, and affordable environment. Our clubhouse is open during school holidays and winter and spring vacation periods. For more information visit: <https://bgcg.org/>

KEY RESPONSIBILITIES:

Database Management & Gift Processing

- Maintain and update donor records in Raiser's Edge with accuracy and confidentiality.
- Process and acknowledge gifts, pledges, and event registrations in a timely manner.
- Generate reports, queries, and exports to support fundraising campaigns and donor stewardship.

Development Support

- Assist with the planning and execution of fundraising campaigns, appeals, and donor communications.
- Support the preparation of donor lists, mailing materials, and event invitations.
- Help track donor engagement and stewardship activities.

Event Assistance

- Collaborate with the development team to support logistics for fundraising events, donor receptions, and community outreach.
- Provide on-site support during events, including registration, setup, and guest assistance.

Administrative Duties

- Maintain organized files and documentation related to development activities.
- Assist with grant tracking and reporting as needed.
- Support other team members with special projects and initiatives.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Minimum 2 years of experience in nonprofit development or fundraising.
- Proficiency in Raiser's Edge is required.
- Experience with events promotion through social media, online giving, and email marketing platforms.
- Strong attention to detail and commitment to data integrity.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Team-oriented with a willingness to assist across departments and events.

PREFERRED SKILLS:

- Experience with donor stewardship and fundraising campaigns.
- Familiarity with event planning and volunteer coordination.
- Passion for youth development and community service.
- Excellent verbal and written communication skills as well as strong interpersonal skills.
- Independent worker and ability to show initiative.
- Knowledge of successful special event fundraising practices.
- Demonstrated understanding and utilization of fundraising techniques to research, identify, and solicit gifts from various donor sources (i.e., individuals, corporations, and foundations).
- Experience with Constant Contact.
- Ability to work with and motivate committee members and volunteers in resource development efforts.

WHY JOIN US?

- Be part of a mission-driven organization making a lasting impact.
- Work in a collaborative and supportive team environment.
- Opportunities for professional growth and development.
- Paid holiday time and PTO for full-time employees. In addition, BGCG offers mental, dental, and vision benefits after 30 days, and contributes to a 401(a)-retirement plan after one year of employment.

EQUAL OPPORTUNITY EMPLOYER:

BGCG provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The individual is required to sit for extended intervals; operate phones, computers, and general office equipment; move about freely; lift light objects (approximately 50 lbs.) problem solve, analyze and demonstrate creativity; work a nontraditional work schedule; interface with a wide range of personalities from a variety of social, cultural, economic and educational backgrounds; dress professionally and maintain a clean and organized workspace.

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. All candidates must be able to pass an annual Child Abuse Registry and Background check to hold this position.