



**Title:** Development Assistant

**Status:** Part-time

**Pay Range:** \$15.00-\$18.00

**Position Description:**

**The Boys & Girls Club of Dane County** is seeking an experienced Development Assistant to work closely with the Chief Development Officer and development team to perform administrative duties related to fundraising, marketing, public relations and grant writing. Additionally, the Development Assistant will be involved with stewardship activities related to BGDC fundraising, relationship management, special events, social media and mail appeals.

**Responsibilities:**

- Assist CDO and development staff with scheduling, preparation of materials for Board meeting and other special presentations, meetings, assist in preparing materials for donor proposals and committee meetings.
- Assist in the planning and execution of special events, such as; Bike Ride, Hearts for Helping, and other numerous community events, staff events and other events for the Agency.
- Perform administrative duties as needed including filing, copying, sorting, mailing, etc.
- Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies.

**Knowledge and Skills:**

- Working knowledge of MS Word and Excel and the ability to learn and operate in other computer systems.
- Strong typing/keyboarding skills
- Strong written and verbal communication skills
- A positive, welcoming demeanor – a friendly face/voice for visitors, callers, and staff
- Ability to juggle, organize, and prioritize multiple tasks with a good attitude
- Ability and predisposition to maintain a neat and orderly work environment
- Attention to detail and ability to maintain strict confidentiality
- Commitment to excellence
- Open to new ideas and willing to suggest improvements
- Open to feedback and coaching

**Qualifications:**

- College Degree or equivalent
- Minimum 3 years' experience as an Administrative Assistant working with senior management, Board members, corporate executives and other visitors, funders, vendors, consultants who may have business with the office of the President & CEO.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume, cover letter, and three personal references** via email to [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org)