



JOB DESCRIPTION

Position Title: Development Associate	Job Status: Full-Time; Non-Exempt
Department: Fundraising	Location: Albuquerque
Reports To: Chief Development Officer	Number of People Supervised: 0-1

POSITION PURPOSE

The Development Associate (DA) is responsible for meeting revenue goals to support the mission of BBBS-CNM, primarily through fundraising events and individual giving. This includes soliciting and securing: sponsorships; lead and matching gifts; teams and participants; and more. Event planning duties include arranging facility and logistics, food, support services, in-kind donations, volunteer/child recruitment, and meeting fundraising and ROI goals on each fundraising event, and other agency events as needed. Advancement Team responsibilities include the strategic promotion of BBBS-CNM and its mission.

Key Elements of Fundraising: As part of the Fund Development team, the DA is responsible for planning and executing fundraising events, as well as maintaining a portfolio of individual donors. The DA conducts the annual Bowl for Kids' Sake (BFKS) fundraiser, aligning with the BBBSA model, which includes soliciting donors, recruiting and managing fundraising teams to meet revenue goals, and facilitating the BFKS Committee. The DA is also responsible for soliciting donors and coordinating event logistics for Discovery Festival, Match Makers breakfast, and additional fundraising events, including facilitation of accompanying committees.

Key Elements of Agency Event Coordination: the DA leads the coordination of agency fundraising events, including facility logistics, in-kind sponsors, volunteer service, and more.

Key Elements of Advancement Team as part of the Advancement Team, the DA assists with agency outreach, promotion, mission advancement and more.

Deliverables/Measurables:

- BFKS – meet team goals for sponsorships and number of teams/dollars raised, meet ROI goals (managed expenses and revenue raised); meet goals for coordination of partners for facility, companies, teams, and more
- Discovery Festival – meet ROI goals (expenses and revenue); meet goals for facility logistics and attendees
- Advancement Team – meet team goals for agency promotion and outreach
- Additional Events – meet fundraising and ROI goals; meet goals for facility logistics and attendees
- Agency Events – meet goals for timeline and checklist completions, including adherence to budget, attendees, quality of facility/execution, and more

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

Bowl for Kids' Sake

- Meet fundraising goals:
 - Meet Team Goals: Solicit, cultivate, and enroll team captains and companies, to meet annual goals for number of teams, and amount raised by teams
 - Meet Sponsorship Goals: Secure a pre-determined percentage of total BFKS sponsors, as designated in annual goals
 - Manage expenses of event: ensure established ROI, including securing in-kind donations, discounted services, and more
- Coordinate plans and goals: Update the BFKS manual annually (includes all processes and logistics of event). Assist executive team and BFKS committee to create a timeline, revenue goals, a budget, Table of Gifts (TOG), annual theme, and more

<ul style="list-style-type: none"> • Coordinate and facilitate the BFKS committee: schedule meetings, prepare, update, and distribute pre-meeting documents (agenda, minutes, TOG, budget, timeline, and other documents as needed), facilitate efficient meetings, update the drobox, recruit volunteer, staff and board committee members, and more, to ensure all fundraising benchmarks are met or exceeded
<ul style="list-style-type: none"> • Register teams: Assist CDO in capturing all donor records, including registration of teams and sponsors, processing of payments, and more
<ul style="list-style-type: none"> • Coordinate event logistics: <ul style="list-style-type: none"> ○ Identify/secure volunteer hosts or venue as needed, working with on-site contact (volunteer or staff). ○ Coordinate food and drink, ancillary materials, bowling assignments, vendors, and more ○ Ensure that >50% of people staffing the event are volunteers ○ Ensure adequate signage
<ul style="list-style-type: none"> • Marketing: In collaboration with Chief Marketing Officer (CMO), produce invitations, marketing materials and promotion, and track responses.
<ul style="list-style-type: none"> • Plan and execute pre-and post-events: coordinate a kick-off event, post-event celebration/awards ceremony, and/or other promotions.
<ul style="list-style-type: none"> • Communicate the plan and elicit participation from board and staff - In collaboration with leadership, set goals for board and staff, coordinate engaging communication to elicit participation, celebrate successes, arrange for event assistance, and more.
<ul style="list-style-type: none"> • Follow-up: <ul style="list-style-type: none"> ○ Coordinate debriefing meeting with committee and other stakeholders post-event, produce written report, and put into action recommendations ○ Steward all participants, vendors, etc. with thank you note, swag, etc., in sync with CDO ○ Prepare/submit budget report, with final numbers for expense and revenue, and recommendations for highest ROI on future events. ○ Participate with fund development team to plan next 'moves' with attendees. Ensure that 'moves' are assigned to 'owners' for timely follow-up. ○ Process all billing in timely manner.
<p>Discovery Festival (DF)</p>
<ul style="list-style-type: none"> • Meet fundraising goals <ul style="list-style-type: none"> ○ Manage expenses of event: ensure high ROI, including securing in-kind donations, discounted services, and more ○ Meet Sponsorship Goals: Secure a percent of total sponsors, as designated in annual goals
<ul style="list-style-type: none"> • Coordinate the following (with the same details as BFKS above) <ul style="list-style-type: none"> ○ Plans and goals ○ DF committee ○ Event logistics ○ Marketing ○ Communication/participation from staff and board ○ Follow-up
<p>Additional Events - Assist leadership and other departments with additional events as needed. May include:</p>
<ul style="list-style-type: none"> • Coordinating facility, food, and other event logistics • Meeting fundraising goals set by agency • Coordinating staff, board, and volunteers • Marketing events • Coordinating committees and documents needed to set and track goals (TOG, timeline, budget, etc.) • Pre-and post-event planning, registration, wrap-up, donor records, follow up and more
<p>Agency Fund Development teamwork</p>
<ul style="list-style-type: none"> • Participate in agency fund development strategy sessions to plan, troubleshoot, steward donors, and more • Assist satellite offices with events and fundraising as needed

<ul style="list-style-type: none"> Assist with developing, executing, and reporting on annual fundraising goals and benchmarks 		
<ul style="list-style-type: none"> Work with marketing staff to incorporate marketing moves into event strategies 		
Advancement Team work		
<ul style="list-style-type: none"> Participate in Advancement Team (Development + Outreach/Marketing staff) efforts 		
<ul style="list-style-type: none"> Coordinate, as needed, Advancement Team meetings, efforts, and events 		
Other duties as assigned		
EDUCATION & RELATED WORK EXPERIENCE		
Education Level/ Years of Related Work Experience: (minimum & preferred educational requirements necessary to perform this job successfully)		
<ul style="list-style-type: none"> Bachelor's degree 2+-years of event planning, fundraising, sales experience, and/or transferable skills Non-Profit experience a plus 		
SKILLS AND KNOWLEDGE		
	Required	Preferred
Demonstrated ability to plan and execute quality events	X	
Excellent communications skills with ability to listen and hear others	X	
Demonstrated integrity	X	
An articulated belief in the mission of BBBS	X	
Sales ability	X	
Strong follow up/accountability skills	X	
Group presentation skills	X	
Relationship building/cultivating skills	X	
Ability to simultaneously manage multiple projects and work with both the Fund Development and volunteer recruitment teams	X	
Proficient in: Microsoft Word, PowerPoint, Outlook, Publisher & Excel	X	
Bilingual - Spanish/English		X
WORK ENVIRONMENT		
(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)		
<ul style="list-style-type: none"> The ability to travel and work outside regular business hours, including some evenings and weekends. Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law. 		

Core Competencies	High Performance Indicators
Attention to Detail	Able to review data/documents for accuracy and consistency; take action to prevent mistakes; follow procedures closely; keep records accurate and up to date.
Customer Focus	Dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; talks and acts with customers in mind; establishes and maintains effective relationship with customers and gains their trust and respect; deals effectively with diversity
Flexibility & Achieving Change	Able to positively manage with changes that affect job requirements; adapt to shifting priorities in response to the needs of internal and external clients; quickly recognize situations/conditions where change is needed; work to clarify situations where information, instructions, or objectives are ambiguous; support organizational change.
Gets Results	Able to demonstrate high personal work standards and a sense of urgency about results; do everything possible to meet goals and deadlines without sacrificing quality; persist in the face of changing circumstances; accept responsibility for the outcomes of his/her own work.

Influencing	Able to persuade and enlist others' support in accomplishing objectives; motivate/reassure prospective volunteers and youth/families to enrollment by using data or logic to aid them in their decision; use different influence approaches as appropriate.
Planning & Organizing	Able to create detailed work plans; balance the need for adequate planning with the need for action; avoid wasting time on tasks that yield low value; use resources efficiently; create and monitor measures to chart the progress and impact of assignments.
Relationship Building	Able to deal effectively with people in order to get work accomplished; adjust own interpersonal approach to fit the interpersonal style/needs of others; recognize the impact of one's behavior on others; build a network of internal and external contacts to meet job responsibilities.
Strategic Alignment	Able to align own work objectives with the organization's strategic plan or objectives; act with an understanding of how the community affects the business and how own actions and decisions affect other jobs or outcomes.

CONDITIONS OF EMPLOYMENT (Describe any specific conditions for employment relative to this position)
Must be able to pass comprehensive criminal, sexual offender, MVD background checks. Must have car, valid driver's license, and meet state required automobile insurance minimums.

Equal Employment Opportunity

Big Brothers Big Sisters of Central NM provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Equipment Used:

PC and standard office equipment, including utility dolly

Physical Requirements:

Position is primarily an office setting, requiring long periods of sitting at a desk and computer. The position requires the ability to lift 20 pounds unassisted, 40 pounds with assistance. Frequent visits to donor sites or securing agency supplies may require driving in inclement weather or in the evening after sunset. The ability to navigate within the city limits is helpful.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters of Central NM may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: 08/14/2017	Revision Date: 11/26/2018
Supervisor: I have approved this job description and reviewed with my employee.	
Signature: _____	Date: _____
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Chief Executive Officer	
Signature: _____	Date: _____