

Position Title: Fund Development Associate (FDA)

Overtime Status: Exempt

Department: Fund Development

Location: Kalamazoo, MI

Reports To: Director of Fund Development

Salary: \$35,000 - \$37,000

Number of People Supervised : 0-1

POSITION PURPOSE

The Fund Development Associate (FDA) is responsible for meeting revenue goals to support the mission of Big Brothers Big Sisters, A Community of Caring (BBBS), primarily, but not limited to fundraising events and administrative support for the fund development department's fundraising initiatives. This includes soliciting and securing: sponsorships, event participants/attendees, and more. Event planning duties include arranging facility and logistics, food, support services, in-kind donations, and meeting fundraising and ROI goals on each fundraising event, and other agency events as needed.

As part of the Fund Development team, the FDA has responsibility for planning and executing fundraising events. The FDA conducts the annual Bowl for Kids' Sake (BFKS) fundraiser, aligning with the BBBSA model, including soliciting donors, recruiting and managing fundraising teams to meet revenue goals and facilitating the BFKS Committees. The FDA is also responsible for assisting with solicitation and coordinating event logistics for Benefit Dinner, Fire & Ice, Match Makers Breakfast, and additional fundraising events, including facilitation of accompanying committees.

Key Elements of Agency Event Support: the FDA assists with coordination of agency events, including facility logistics, in-kind sponsors, volunteer service, 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
- Benefit Dinner and Fire & Ice – provide administrative, committee, and logistical support alongside the Director of Fund Development (DFD) to meet ROI goals (expenses and revenue); assist with meeting goals for facility logistics, sponsorships, and attendees
- Match Makers – provide administrative support to the DFD and committee to meet team goals for sponsorship, coordination of table captains, individual monthly engaged givers, and more
- Additional Events – provide administrative assistance to the DFD to meet goals fundraising and ROI goals; meet goals for timeline and checklist completions, including adherence to budget, attendees, quality of facility/execution, and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Bowl for Kids' Sake

- Meet fundraising goals:
 - Meet attendance/participation 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 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 committees to create a timeline, revenue goals, a budget, annual theme, and more.
- Coordinate and facilitate the BFKS committees: schedule meetings; prepare, update, and distribute pre-meeting documents (agenda, minutes, sponsorship matrix, budget, timeline, and other documents as needed); facilitate efficient meetings; recruit volunteers, staff and board committee members, and more, to ensure all fundraising benchmarks are met or exceeded.
- Register teams: Assist Director of Fund Development (DFD) in capturing all donor records, including registration of teams and sponsors, processing of payments, and more
- Coordinate event logistics:
 - 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
- Marketing: In collaboration with Communications Manager, produce invitations, sponsorship materials, marketing materials and promotion, and track responses.
- Plan and execute pre-and post-events as determined by DFD, which may include kick-off events, post-event celebration/awards ceremony, and/or other promotions.
- 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.
- Follow-up:
 - 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 DFD
 - 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.

Benefit Dinner and Fire & Ice

- Provide administrative assistance to the DFD to help meet event goals
 - Provide administrative assistance to the DFD to manage expenses of event: ensure high ROI, including securing in-kind donations, discounted services, and more
 - Provide administrative assistance to the DFD to meet sponsorship goals:
 - Provide administrative assistance to the Committees to meet event goals
- Coordinate the following (with the same details as BFKS above)
 - Plans and goals
 - Event logistics
 - Marketing
 - Communication/participation from staff and board
 - Follow-up

Match Makers Breakfast Event & Monthly Giving Program

- Meet event goals
 - Provide administrative assistance to the DFD to manage event expenses: ensure high ROI, including securing in-kind donations, discounted services, and more
 - Coordinate logistics including facility, food, IT and more, and post-event follow-up
- Provide administrative assistance to the DFD to meet Monthly Engaged Giving goals:

Additional Events - Assist leadership and other departments with additional events as needed.

May include:

- 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 (timeline, budget, etc.)
- Pre-and post-event planning, registration, wrap-up, donor records, follow up and more

Agency Fund Development teamwork

- Participate in agency fund development strategy sessions, to plan, trouble shoot, and more
- Assist satellite offices with events and fundraising as needed
- Assist with developing, executing, and reporting on annual fundraising goals and benchmarks

Other duties as assigned.

EDUCATION & RELATED WORK EXPERIENCE

Education Level: (minimum & preferred educational requirements necessary to perform this job successfully)
 Bachelor’s Degree

YEARS OF RELATED WORK EXPERIENCE:

(Minimum & preferred related work experience necessary perform this job successfully)
 3+ years of event planning, fund raising, sales experience, and/or transferable skills.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)
 The ability to travel and work outside regular business hours, including some evenings and weekends. Must possess valid MI driver’s license and proof of auto insurance at the minimum levels required by the State of MI. 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.

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 Recruitment teams	X	
Proficient in: Microsoft Word, PowerPoint, Outlook, Publisher & Excel, databases	X	
Proficient in: Raiser’s Edge		X

CORE COMPETENCIES AND HIGH-PERFORMANCE INDICATORS

Problem Solving & Analysis: Able to gather appropriate data and diagnose a situation before taking action; separate causes from symptoms; apply lessons learned from others who encountered similar problems or challenges; anticipate problems and develop contingency plans to deal with them; develop and evaluate alternative courses of action. Addresses conflicts from a positive, problem-solving perspective.

Valuing Diversity: Able to seek out and work effectively with others who have diverse perspectives, talents, backgrounds, and/or styles; contribute to a team climate in which differences are valued and supported; challenge any stereotyping or offensive comments; seek and respond to feedback from others about their own behavior that might be perceived as biased.

Resilience & Flexibility: Able to interpret situations and information objectively when stressed; remain calm and professional in potentially difficult or emotionally charged interpersonal interactions; maintain high productivity in stressful situations; maintain high performance in the face of setbacks or changing circumstances; view failures objectively and rebound quickly; work to clarify situations where information or objectives are ambiguous.

Communication: Able to practice active and attentive listening skills to verify understanding; adapt communication content and delivery to individual needs; proactively inform others about developments relevant to the team; openly and diplomatically express opinion, even when different from that of others. Translate what is heard, observed or assessed into documentation that is accurate, concise, and clearly communicates key information to others with a need to know.

Decisiveness & Judgment: Able to demonstrate good and ethical judgment in routine, day-to-day decisions; independently make decisions and take action, even in non-routine situations; consider impact of various options when making decisions; use good judgment in deciding whether to make a decision or consult with supervisor; use an awareness of formal and informal decision-making channels to achieve desired results.

Gets Results: Able to demonstrate high personal work standards, balancing quality and quantity with a sense of urgency about results; do everything possible to meet goals and deadlines; persist in the face of repeated challenges; accept responsibility for improving the quality, efficiency and outcomes of own work.

Customer Focus: Able to build strong working relationships with internal and external customers; identify unexpressed customer needs and potential services to meet those needs; independently anticipate and personalize communication/approach to fit different perspectives, backgrounds or styles of individuals; prioritize work in alignment with the needs of the customer; use customer knowledge and feedback to improve own work results.

Strategic Alignment: Able to align own work objectives with the organization's strategic plan or objectives; take organizational priorities into consideration when making choices and trade-offs in own work; act with an understanding of how the community affects the business and how own actions and decisions affect other jobs or outcomes; maintain perspective between the overall picture and tactical details.

EQUAL EMPLOYMENT OPPORTUNITIES

BBBSMI 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

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.

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. BBBSA may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
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: _____
Human Resources:	
Signature: _____	Date: _____

TO APPLY:

Submit a resume and cover letter describing your experience and fit for this position to:

Regina Miller, Director of Corporate Operations
Big Brothers Big Sisters, A Community of Caring
3501 Covington Road
Kalamazoo, MI 49001

By email ONLY: reginamiller@bbbsmi.org

Open until filled.