



**BOYS & GIRLS CLUB**

**JOB OPENING FOR DEVELOPMENT COORDINATOR  
(EVENT PLANNING, PROJECT MGT., GRANTS, STEWARDSHIP, DATABASES & ANNUAL  
APPEALS)**

The Boys & Girls Club of Greater Baton Rouge (BGC) is seeking a fulltime Development Coordinator to manage annual appeals, event planning, grantsmanship (private and government), advancement databases, and stewardship for the organization. Some project management will also be required. This is an excellent job opportunity for an experienced, early to mid-career development professional or grants manager – someone interested in broadening their institutional advancement skills while working for a well-known, financially stable nonprofit organization serving thousands of talented local youth annually.

We are seeking applicants with a “can do” attitude and proven track record (at least 2-5 years) in fundraising, grantsmanship, event planning, and/or related area(s) of nonprofit institutional advancement. The BGC Development Office is essentially a “one-person shop,” but is supported by one or more student workers. You will benefit from working with a small, congenial BGC staff, a highly motivated, all-volunteer Board of Trustees, an experienced CEO, and a development consultant. And although not a job requirement, you will have opportunities to develop skills in researching, assessing, and soliciting major gifts.

**Duties:**

The primary job responsibilities and estimated time allotments are as follows:

- **Approximately 75 percent on fundraising**, including annual fund, several signature annual events, grantsmanship, and working with Trustee and other advisory boards to meet annual fundraising goals.
- **Approximately 25 percent on development/stewardship/advancement services**, including processing gifts, updating/managing Bloomerang database, project management, and assisting the CEO with online, newsletter, and related communications.

The position reports to the President & CEO.

**Qualifications:**

**Requirements:**

- An associate degree (or higher).
- At least 2-5 years of experience in nonprofit institutional advancement, including annual appeals, events management, databases, and stewardship/communications.
- Excellent written and verbal communications skills.
- LA driver’s license and ability/willingness to travel.
- Experience with one or more development databases, e.g., Bloomerang, Blackbaud, or similar.
- Experience with MS Office software.

**To Apply:**

Please submit a letter of interest, updated resume, and list of three (3) professional references to: Mr. Pat Van Burkleo, President & CEO, Boys & Girls Club of Greater Baton Rouge. E-mail submission is preferred: [pat@brclubs.org](mailto:pat@brclubs.org). Interested candidates are encouraged to apply soon, as the review of applications will begin immediately, and will continue until qualified applicants are identified.

**About the Boys & Girls Club of Greater Baton Rouge:**

The Boys & Girls Club actively seeks to enrich the lives of young women and men whom other youth agencies have failed to reach. We are dedicated to ensuring that disadvantaged community youth have greater access to quality programs and services that will enhance their lives and shape their futures. We are proud to be a part of Boys & Girls Clubs of America, a 150-year-old national movement that serves nearly 4 million youth with 58,000 trained professional staff members and another 306,000 volunteers at more than 4,300 clubs in all 50 states, Puerto Rico, the Virgin Islands, and military bases around the world.

Our mission: to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

For additional information, see: BRCLUBS.ORG.