

Job Title: Resource Development Coordinator

Company: Boys & Girls Clubs of the Bay & Lakes Region

Location: Geen Bay

About Us: The Boys & Girls Clubs of the Bay & Lakes Region is dedicated to providing a safe and positive environment where young people can learn, grow, and succeed. We offer a range of programs and activities aimed at enriching the lives of our members and fostering their personal and academic development.

We Offer:

- A dynamic work culture that is welcoming, collaborative, safe and committed to the youth we serve
- Competitive pay and benefits that include paid time off, even for part-time employees
- Paid on-the-job training
- Opportunities to develop your skills and advance your career in youth development

Do you have a passion for building relationships, planning events, and making a difference in your community? We're looking for a motivated and relationship-driven Resource Development Coordinator to join our Development team!

This is a unique opportunity to connect people to purpose—engaging donors, sponsors, and community partners who believe in supporting kids and families across our region.

What You'll Do:

- Fundraise & Cultivate Relationships (60%)
- Build and manage a portfolio of donors, alumni, and community partners

- Engage donors through personalized outreach, proposals, and presentations
- Collaborate with Marketing & Communications to tell our story in impactful ways
- Track, acknowledge, and steward donors with care
- Support and Execute Fundraising Events (30%)
- Help plan and deliver exciting regional events, such as:
 - *Purses for a Purpose*
 - *Shawano Uncorked*
 - *Door County Celebrity Golf Outing*
 - *Blues, Brews, Bourbon & BBQ*
 - *Green Bay Golf Classic*
- Secure sponsorships, assist with logistics, and support marketing efforts
- Other Contributions (10%)
- Support PR and marketing initiatives
- Provide donor activity reports
- Pitch in across the team to ensure fundraising success

What You Bring:

Required:

- Associate's degree in communications, marketing, social services—or 2–5 years of experience in fundraising, sales, or sponsorships
- Strong communication and relationship-building skills
- Experience in fundraising, donor solicitation, and event planning
- Organized, detail-oriented, and proactive
- Team player who's flexible, coachable, and self-motivated
- Tech-savvy with Microsoft Office and donor CRM systems
- Willingness to work evenings/weekends when needed

Preferred:

- Bachelor's degree in business, communications, marketing, or related field
- 5+ years of donor development/fundraising experience
- Familiarity with donor relations databases

Why You'll Love Working With Us:

- **Impact:** Make a difference in the lives of young people every day.
- **Growth:** Work in an environment that values continuous improvement and professional development.
- **Community:** Be part of a supportive team dedicated to empowering youth and fostering positive growth.

Ready to make a difference? Apply today to join our team and help us shape great futures!

Schedule: Full-time/M-F. 8:00 am to 5:00 pm

Pay: \$50,000 minimum; experience-based pay scale

How to Apply: Apply today to become a part of the Boys & Girls Clubs of the Bay & Lakes Region team at <https://bgcblr.org/green-bay/employment/>

We are an **Equal Opportunity Employer** and our employees are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives. We value diversity in backgrounds and experiences and encourage people from all swaths of life to apply. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Together, we can build great futures for all youth in our community.
