



# CAREER OPPORTUNITY

## Resource Development Coordinator

**Job Summary:** Assists Boys & Girls Clubs of Oakland’s President and Board of Directors in implementing and enhancing the organization’s Annual Youth Fund Campaign to generate consistent and adequate funding to support the Club’s mission and deepen its programs and services impact for students in the greater Oakland community.

- Basic Responsibilities:**
- Provide excellent customer assistance to BGCO’s donors and volunteers.
  - Research and analyze agency’s individual, foundation, and corporate donor database and recommend solicitation strategies.
  - Assist with special events planning and solicitations.
  - Provide support for various committees and fund raising projects/initiatives as assigned by the President.

- Qualifications:**
- Bachelor's degree from an accredited college or university preferred.
  - Minimum two years work experience in nonprofit agency fund raising, sales/marketing, or equivalent experience—youth development services arena preferred.
  - Considerable knowledge of fund raising techniques and sources of funding for nonprofit agencies and organizations preferred.
  - Strong computer skills, knowledge of donor database management (relational database querying, reporting; etc).
  - Ability to organize and coordinate multiple tasks.
  - Strong oral and written communication skills.
  - Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.

**Employment Status:** Full Time, Exempt

**Salary:** \$55,000 to \$65,000 (D.O.E.)

**Benefit Package:** 100% coverage of:

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|-------------------------------------|--------------------------|
| Medical (w/dependent care)          | Dental & Vision Coverage |
| Paid Vacation, Holidays, Sick Leave | Long Term Disability     |
| Pension                             | Life Insurance           |
| Training                            |                          |

**Application:** Cover letters *and* resumes to: [BGCOakland.partlow@gmail.com](mailto:BGCOakland.partlow@gmail.com)

US Mail: Margaret Partlow  
Boys & Girls Clubs Oakland  
P.O. Box 23203  
Oakland, CA 94623

*The purpose of Boys & Girls Clubs of Oakland is to develop our community’s youth into positive contributors to society.*

To accomplish our purpose, we provide programs and services that are tailored to the special needs of today’s youth and supplementary to the endeavors of our families, our schools, and other community-based organizations.

- Boys & Girls Clubs of Oakland is an equal opportunity employer -