



# BOY SCOUTS OF AMERICA®

## WESTERN LOS ANGELES COUNTY COUNCIL

### **JOB ANNOUNCEMENT – Development Coordinator/Executive Assistant Western Los Angeles County Council, Boy Scouts of America**

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**Date of Posting:** January 6, 2022

**Job Title:** Development Coordinator/Executive Assistant– Full Time

**Job Summary:** Provides administrative support to the Director of Development (DoD) to execute elements of the annual fundraising and marketing plans to process gifts, manage donor database system, maintain files, assist with donor cultivation, and provide support for special events. Additionally provides administrative support to the Scout Executive on Board related items, including recording and documenting monthly Board Meetings and resolutions, preparing and distributing packets for the Annual Business Meeting, prepares the annual binder with Board Minutes and Resolutions. **Other duties as assigned.**

**Minimum Qualifications:** **Bachelor's Degree** in a related field or **1-2 years minimum related experience with Blackbaud CRM**. Experience in the **non-profit** sector preferred. Must pass a criminal background check before being hired.

#### **Database Management**

- Create constituent records, maintain data entry standards, and perform cleanup on an on-going basis.
- Maintain consistency of donor information and accuracy of database information.
- Assist with reports, mailing lists, and query generation to support campaigns and projects.
- Process donor information, generate and send all relevant correspondence, thank you letters, etc.
- Coordinate printing of mailing labels and donor lists for appeal letters and other correspondence.
- Maintain hardcopy records of all donations and planned giving as applicable.
- Responsible for generating and sending end of year tax letters.
- Assume full responsibility for maintaining Blackbaud CRM database.
- Identify the need for, and submit requests for, designations and other components for Blackbaud field data entry.
- Adhere to Council record retention policy for paper and electronic files; keep detailed records of files in storage.
- Produce monthly billing statements for Development Department review, when needed.
- Reconcile Development and Accounting records with help of Director of Development.
- Assist Accounting staff in resolving credit card chargebacks and NSF checks.

### **Gift Processing and Donor Stewardship**

- Work with the DoD to process all types of donations and ensure accurate recording and acknowledgement of gifts within set timeline and standards.
- Prepare and assist with donor recognition materials as outlined in stewardship plan including notes, cards, newsletters, plaques, etc.
- Assist with Annual Appeal fundraising efforts.
- Provides excellent customer service, anticipating and exceeding the needs of our donors.

### **Special Events**

- Serve as point person for guest stewardship at all fundraising and cultivation events including RSVP, registration, and general support.
- Assist with item solicitation and tracking for silent auction.

### **Executive Assistant**

- Invites attendees and records the monthly Board Meeting and prepares the minutes for approval by the Board, including all resolutions
- Prepares and mails out the invitation to the Annual Board Meeting held in January to all constituents. Prepares all the documents needed for approval at meeting
- Assists Scout Executive with managing Board thank you's, birthdays, and other important events throughout the year
- Manages and updates Board Roster including addresses and other contact information

**Skills/Knowledge Needed:** Must be able to manage multiple priorities and be attentive to details while providing support to multiple staff. Must be friendly, outgoing, team-oriented, flexible, and work well with others. Must have a thorough understanding of computer programs like Microsoft Office. Candidate must possess excellent written and oral communication skills. A successful candidate will be comfortable engaging with the public, speaking on the phone, making cold calls, and working with vendors, donors, and community partners. Perform photocopying, scanning, data entry, filing, and other office functions as assigned.

**Hours/Work Setting:** Office setting with periodic duties off-site. Some weekend and evening work required. Office hours are 8:30 AM – 5:30 PM.

**Wage/Benefits:** \$15/hour. Includes paid holidays, sick time, health insurance, and two week of vacation to start.

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**To Apply:** Please e-mail resume to Shani Grafman at [shani.grafman@scouting.org](mailto:shani.grafman@scouting.org). Please use the subject line: Development Coordinator Application.

**Closing Date:** Open until Filled

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**About the Western Los Angeles County Council of the Boys Scouts of America:** The Western Los Angeles County Council's mission is to support individuals, families, and community organizations by providing values-based recreational and educational programs and activities that develop young people of character as defined by the Scout Oath and the Scout Law. The Council was formed in 1972 and encompasses 65% of Los Angeles County. Address: 16525 Sherman Way, C-8, Van Nuys, CA 91406 | Tel: (818) 933-0108 | Web: [www.bsa-la.org](http://www.bsa-la.org)

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