



Grants and Advancement Coordinator

Boys & Girls Clubs of Newport County, Inc.
Newport, RI 02840

The Grants and Advancement Coordinator is responsible for planning, writing and reporting for all grants. He/ She will collect and enter information into our database systems, ensuring data integrity and up to date content, and will work with Club leadership and the Development team to support fundraising, government grants, special events, leadership giving, planned giving, stewardship and marketing efforts.

Position Type: Full-time

Positions Available: 1

Job Requirements

- Minimum of 3 years' experience in grant writing and fund development for a non-profit organization
- Bachelor's degree or higher (non-profit administration or related course of study preferred)
- Citizenship, residency or work VISA in the United States required.

Experience:

- Excellent interpersonal and communication skills.
- Strong working ability in computer skills, including use of Microsoft Office, databases (e.g. Donor Perfect and Google Documents.)
- Proven ability with online, mobile and social media platforms.
- Proven ability to leverage technology tools to enhance our communication strategies.
- Proven working ability to collaborate effectively with a diverse donor base, volunteers and community groups.
- Proven working ability to manage multiple priorities, simultaneously with minimal direction.
- Proven ability to identify grant opportunities, prepare proposals, and manage grant programs.

Job description/duties

PRIMARY FUNCTION:

KEY ROLES

1. Support the development team and Club leadership in the identification, cultivation and solicitation of prospective donors and supporters.
2. Research prospects, write and submit major gift requests and grant proposals to individuals, organizations and foundations. Oversee all reporting requirements.
3. Maintain annual grants calendar with deadlines for proposal submission and reports.
4. Work with Program and Finance departments to develop performance metrics and budgets for grant proposals.

5. Support BGCNC staff to plan and execute all organization fundraising events, drives, campaigns and programs. Work with the development team to adequately cultivate, solicit and acknowledge event sponsorships.
6. Collect and enter information into donor databases (Donor Perfect, Member Tracking System) ensuring data integrity and up to date content. Work with BGCNC staff to improve systems of data collection, management and reporting (e.g. dashboards, cash flow projections, integration with QuickBooks).
7. Support the Development team in coordinating marketing materials, web content, social media efforts, online and mobile giving tools to broaden philanthropic support.
8. Perform other related duties as requested.

Welcome to the Boys & Girls Club of Newport County

The mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need help most, to realize their full potential as productive, responsible and caring citizens. For nearly 60 years, the Boys & Girls Clubs of Newport County has provided quality programming and services not only to those less-advantaged children and their families but to all youth in our community. The Club is part of a nationwide movement of more than 4,000 Boys & Girls Clubs, and we provide services to nearly 2,300 members annually.

The Boys & Girls Clubs of Newport County offers a variety of programs for youth, adults and families. Programs include after school licensed child care, homework help, a teen center, health & wellness programs, summer camp, aquatics, a fitness center, character & leadership development, dance, technology, music and fine arts.

Contact Information:

Email resume and cover letter to:

Joseph Pratt

Executive Director

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