



BOY SCOUTS OF AMERICA®
LONGHORN COUNCIL

Position: Associate Development Officer
Reports to: Director of Development
Status: Exempt
Location: Hurst, TX
Salary: Commensurate with Experience

Who We Are:

Longhorn Council, Boy Scouts of America - Since 1910, Scouting has helped mold the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes and understands that helping youth puts us on a path towards a more conscientious, responsible, and productive society.

Today's professional Scouters are a diverse group of men and women sharing a dynamic career offering independence, achievement, and stability. This is work that makes a difference, work that calls one to continual learning and challenge, work that offers solid compensation, benefits, and advancement.

Locally, Scouting is served by the Longhorn Council, an independent nonprofit organization, based in Hurst, TX with an additional office in Waco, TX. ***To learn more about us, please visit: www.longhorncouncil.org.***

About the Role:

The **Associate Development Officer** will serve as a front-line fundraiser, advancing relationships with donors, alumni, and friends of the Longhorn Council, Boy Scouts of America to build a pipeline of financial support. As a member of the Development team and reporting to the Director of Development, this individual will manage the creation and implementation of development strategies, donor relations and engagement activities to support Scouting.

This position is an exciting and challenging opportunity for a highly motivated, energetic fundraising professional who is eager to participate in the evolution of the fundraising programs within the Longhorn Council, Boy Scouts of America.

What you'll do:

- Implement a comprehensive annual giving strategy that includes personal solicitation of foundations, direct mail, and fundraising events management. This will include individuals in early-stage cultivation and/or with whom the council has little to no relationship. Executes donor meetings with key prospects and donors annually.
- Recruit, train, inspire and staff volunteer committees of the fundraising events and campaigns.



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- Documents contacts and strategies through the prospect tracking module of the Council's constituent relationships management program (Blackbaud CRM), the in-house database for gift recording/reporting and all donor/prospect information.
- Adheres to the policies and procedures for accepting, recording, and acknowledging gifts.
- Participates as a full member of the council team, attending full staff meetings, professional development activities, and other staff meetings as appropriate.
- Supports strategic operating plans for the council as directed. Establishes coordinated goals and implements programs to meet goals, and development policies and priorities.
- Participates in council events to cultivate relationships with donors, prospects, key volunteers, and all internal partners. Pursues professional growth activities with the approval and support of the Director of Development.
- Assume all other duties as assigned by the Director of Development and Chief Executive Officer.

Our Perfect Candidate:

In addition to being a US citizen and a disciplined, high-energy individual with an entrepreneurial mindset, we are looking for someone who possesses the following qualifications:

- Bachelor's degree or equivalent
- A minimum of 1-2 years of development and/or alumni relations experience
- Experience planning and executing successful fundraising events
- Strong interpersonal skills and comfort working with donors, volunteers & staff
- Highly organized & detailed oriented
- Excellent written & verbal communication skills
- Ability to self-motivate, multi-task and juggle multiple projects
- Demonstrated ability to motivate, lead and collaborate with colleagues and volunteers in positive, team-oriented approach

What We Offer:

All councils are equal opportunity employers. In addition to offering a competitive salary, we offer benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, accidental death, a defined benefit retirement plan, plus compensation for authorized and approved business-related expenses to include phone and mileage reimbursement. We also offer a generous vacation policy, ten holiday observances, and annual professional development opportunities.

To apply, please submit a cover letter, with salary expectations, and a resume to lhdevelopment@scouting.org.