



**MARTHA'S VINEYARD**  
BOYS & GIRLS CLUB

## **POSITION DESCRIPTION**

**Title:** Development Assistant  
**Reports to:** Director of Development

### **Overview**

The Development Assistant is a key member of the Development team, essential for managing the Club's relationships through administrative processes. The role involves conducting research, coordinating events and programs, and assisting with scheduling. Attention to detail and providing excellent donor services are critical.

This position reports to the Director of Resource & Development and interacts significantly with the CEO. The Development Assistant supports the Development team with tasks related to funding appeals, communications, donor relations, special events, and grant research. Ideal candidates should possess strong interpersonal and communication skills, be comfortable with database management, and work collaboratively. The role includes performing administrative duties related to fundraising and grants management under the Director of Development's supervision to support organizational goals.

### **DUTIES & RESPONSIBILITIES**

- **Database and Mailing List Management:** Regularly manage updates to the constituent database (MCH/Salesforce) and Constant Contact mailing lists, ensuring accurate contact information and appropriate coding.
- **Gift Processing and Acknowledgement:**
  - Manage the gift acknowledgement process,
  - Produce donor letters weekly,
  - Collaborate with the CEO/Finance on incoming gift processing.
- **Financial Documentation:** Maintain documentation of donations, pledges, and other revenue.
- **Fundraising Support:** Assist with preparing fundraising and prospect packages, and support the administration of annual fundraising campaigns.
- **Event Support:** Assist with all stages of special and community event planning, including preparation, execution, online RSVP processing, coordination, administration, and on-site event participation.
- **Grant Administration:**
  - Report to the Director of Development/CEO regarding development and grant deadlines, events, meetings, and deliverables.
  - Conduct grant research.
  - Maintain records for all past and current grants and grant tracking systems.

- Ensure multi-year grants are tracked and paid on schedule.
- Marketing Materials: Oversee the creation and maintenance of marketing materials for Development prospect meetings.
- Office Support: Provide backup coverage for the Office Assistant.
- Additional Duties: Perform other duties and tasks as assigned.

Hours may include nights and weekends.

This is an on-site position with the potential for up to 30% remote.