



**Position Title:** Development Manager  
**Reports To:** Chief Executive Officer (CEO)  
**Status:** Exempt/Full-Time  
**Location:** Boys & Girls Club of New Rochelle, New York

### **Boys & Girls Club of New Rochelle Mission**

To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.

### **Boys & Girls of New Rochelle Organization**

Founded in 1929, the Boys & Girls Club of New Rochelle (BGCNR) has been a place of hope and opportunity serving thousands of youths and has been an integral part of the New Rochelle community, offering youth safe and achievement-driven programming, focused on the whole child, encompassing academics, mental wellness, fitness, character and leadership, and civics.

Today, we serve over 12,000 youth each year, at two clubhouses and 12 school-sites. We offer after-school, before-school, elective, and summer programming designed to maximize positive impact and drive successful outcomes.

It is an exciting time to be at the BGCNR as we continue to expand school-sites in New Rochelle, Larchmont, Mamaroneck, introduce and expand innovative programs and activities, grow high need areas (afterschool enrichment programs, health and mental wellness, STEAM/STEM, workforce development).

### **General Position**

The Development Manager is responsible for maintaining the quality and integrity of Boys & Girls Club of New Rochelle donor database and fundraising platform with the goal of strategically using accurate data to identify and steward the Clubs donors. The position's responsibilities include creating reports and dashboards, managing the organization's gift processing, thank you letter process, and ensuring the donor database and fundraising platform are used effectively and efficiently to support the success of the organization. The Development Manager will be responsible for securing and managing small accounts and donors.



## **Key Position Responsibilities**

- Maintain and manage the quality, integrity and data integrity of Boys & Girls Club of New Rochelle's donor database and fundraising platform (Boys & Girls Club of America MyClubHub/Salesforce donor database and Give Lively fundraising platform), working closely with Development, Finance, and Program departments.
- Create, track and generate donor reports and grants for the CEO, CFOO, Chief Program Officer, Director of Development. Donor revenue streams include High Net Worth, Corporates, Foundations, donors.
- Extract donor reports for key reports and presentations.
- Work with CEO on high level donor presentations researching prospects and putting together presentations that are data driven.
- Work with CEO to manage Board administration and leads.
- Process all financial gifts made to the organization by individual, foundation, and corporate donors working collaboratively with the Finance to reconcile all gifts.
- Design and run reports, exports, and mailing lists for appeals, newsletters, and events. This includes customer segmentation reports.
- Manage event data tracking, including attendee information and post-event reporting.
- Manage the process of sending timely donor acknowledgment letters and invoices for all gifts
- Create and distribute gift summary reports and conduct reconciliations for gift campaigns and special events.
- Secure and manage small accounts and donors.
- Assist CEO, Director of Development and Strategic Partnership, Communications/PR, Grants, and Marketing teams on special projects and events.
- Ensure syncing of all donor and communication platforms with the MyClubHub/Salesforce donor database and Go Lively fundraising platform researching/exploring/implementing tools for integration.
- Support the Finance Department with annual audit process.
- Create policies and procedures based on database best practices for maintaining integrity and data health of the organization's MyClubHub/Salesforce donor database and Go Lively fundraising platform. Support in training staff in basic use.

## **Required Knowledge, Skills and Abilities**

- Bachelor's degree from an accredited college or university in business administration, related fields and or equivalent experience
- Three to Five years or more years of experience with donor databases, must have donor database experience
- Experience working with a fast-paced, mission-focused nonprofit environment preferred
- Demonstrated ability to work both as a team member and independently with minimal supervision within a time-sensitive, participatory environment



- Meticulous attention to detail
- Excellent organizational project management, and time management skills
- Ability to prioritize tasks and work on multiple projects simultaneously
- Strong interpersonal skills with great attention to detail, strong with follow-through and tracking
- Ability to manage up and support senior staff/Board members and manage across to colleagues in achieving projects on deadline
- Ability to establish and maintain effective working relationships with club staff, board members, volunteers, community groups and third-party representatives
- Skilled at working with diverse groups of people
- Highly proficient in utilizing Microsoft Office (especially Excel and Power Point, Word)
- Ability to pass background screening

### **Physical Demands/Work Environment**

*Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act*

### **Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job

### **Compensation**

Compensation and benefits will be competitive and commensurate with education and experience starting at \$65-70,000

A resume and cover letter should be sent to Becky Mazzanobile to ensure full consideration

Becky Mazzanobile, 917-501-6805, [bmazzanobile@bgcncr.org](mailto:bmazzanobile@bgcncr.org) [www.bgcncr.org](http://www.bgcncr.org)

The Boys & Girls Club of New Rochelle is an EOE/employer, offering excellent benefits and a competitive salary commensurate with experience.