



**Resource Development Specialist
Job Description**

Foundation for Youth is a nonprofit leader in high quality out of school programming and incorporates the Boys & Girls Club of Columbus, Big Brothers Big Sisters, Columbus Youth Camp and Recreational Athletics & Aquatics. Our mission is to ensure no child is excluded from our programs because of financial hardship.

The RD Specialist provides administrative support for the Resource Development Dept and additionally, assists with the volunteer program.

This role requires oversight of extremely confidential information and the highest level of confidentiality is expected.

Responsible To: Chief Development Officer

- Compensation & Benefits: \$36,000.00 - \$40,000.00 exempt
- Flexible schedule, occasional evening and weekend hours
- Holidays and Birthday Paid Time-off; 15+ Holidays
- Employee will receive vacation, personal, and sick days
- Employee Assistance Program (EAP);
- Counseling, Financial Planning, School Aged Childcare, Health & Wellness support
- Employer-sponsored health insurance
- Comprehensive Medical, Dental, Vision, Disability, Life Insurance, and 401K
- Medical premium is paid by employer
- Professional Development & training provided

Qualifications:

Degree in business administration or similar and two or more years' related work experience

Competencies:

- Strong work ethic, detail oriented, professional attitude, reliable
- Excellent verbal and written communication skills
- Strong organizational and time management skills.
- Excellent working knowledge of Google Workspace and/or Office Suite
- Experience of CRM software, ideally SALSA/DonorPro
- Experience of social media in a professional setting
- Ability to work independently as well as part of a team
- Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.
- Demonstrates support for Foundation for Youth's Mission and Vision

Essential Duties:

- Accurately enters, manages, audits and updates financial and in-kind donor data
- Prepares financial and in-kind reports as requested
- Processes gift acknowledgments, pledge payments, matching gifts, memorial gifts and other contributions to the donor database.
- Ensures that logistics for special events, fundraising and other community activities are managed effectively and in a timely manner.
- Maintains registrations for all events and produces printed and electronic media.
- Schedules and attends meetings as requested. Takes and distributes meeting minutes.
- Maintains volunteer detail records and liaises with program Team to support volunteer program
- Maintains and updates a calendar of community organizations' engagement events and fairs and communicates opportunities with Program Team
- Liaises with Program Team to ensure FFY community engagement tote is kept up to date
- Represents FFY programs at community engagement events
- Able to work independently and as part of a team

Apply with resume to karina@foundationforyouth.com