



**BOY SCOUTS
OF AMERICA®**
**CRADLE OF LIBERTY
COUNCIL**

DEVELOPMENT ASSOCIATE
Cradle of Liberty Council
Boy Scouts of America

POSITION DESCRIPTION:

The Development Associate is responsible for:

1. Prospect Research: identifying, collecting, organizing, analyzing, and disseminating information on donors and prospective donors in order to enhance the ability of development officers to successfully acquire support for council initiatives. The position also manages and updates the processes around donor and prospect “moves management”.
2. Fundraising Support: Events, Direct Mail Campaigns, Mobile Cause
3. Administrative Support: all department administrative needs

The position offers a hybrid of in office and remote work over a 35 hour work week.

JOB QUALIFICATIONS

Prospect Research:

- Develop clear individual donor profiles for Major and Planned Giving donors and prospects that enables the Major Gifts Officers to undertake effective qualification, engagement, cultivation and solicitation meetings and events.
- Proactively identify and qualify significant numbers of new prospects from many different sources for assignment to Development Officers on a regular basis, providing executive summaries and updating portfolios in the database of record.
- Contribute to the development and administration of a “Moves Management” system for all donors and prospects in the Major Gifts portfolio.
- Segment, manipulate, and analyze large data sets for periodic wealth screens, coordinating with outside vendors to interpret and disseminate results to the development team.
- Qualify special event honoree prospects by researching and analyzing individuals and corporate entities for: connections to Scouting and to other organizations, giving potential,

and propensity to participate in order to establish priorities and strategies for the successful solicitation of patrons.

- Research/identify potential volunteers for leadership positions, stewardship events, special events, Alumni Association leadership and campaign committees.

Fundraising Support:

- Review/editing documents (funding proposals, event materials, etc.)
- Event letters/Save the date mailings
- Report generation and data entry
- Direct Mail - external partnership with Allegiance Fundraising and in-house letter and donor card preparation/review of donor list/processing
- Recognition letters to all donors (weekly or monthly)
- Mobile Cause Donor Platform - entering off-line payments and managing updates to page - logos etc.
- Event admin - calls, seating charts,
- Attending events - tasks as assigned
- Send out (weekly) recognition letters to all donors

Department Administrative Support:

- Record minutes during meetings, distributing to attendees afterward, and maintaining complete and accurate files of all minutes
- Responsible for filing paperwork for department
- Works closely with the Development Officers to schedule and confirm appointments
- Schedule and reserve conference rooms for staff meetings

QUALIFICATIONS

Requirements:

- An understanding of and genuine interest in the mission of the Boy Scouts of America.
- Bachelor's degree required with demonstrated skills in research, writing, and editing.
- Highly developed scanning, skimming, and reading comprehension skills are essential, as well as superior ability to assess the relative value of, synthesize, and summarize relevant information into coherent, well-written documents.
- Ability to comfortably handle multiple priorities and frequent deadlines with attention to detail and timeliness.
- Knowledge of conducting research and preparing data; internet research and database research skills.

- Skillful problem solving, curiosity and ability to handle confidential material in a discreet and ethical manner.
- Proficient in all Microsoft Office applications – strong Excel skills in particular are needed

Preferences:

- Familiarity with standard prospect research tools: business directories and databases including Lexis-Nexis, WealthEngine, Guidestar, and Hoovers.
- Knowledge of Blackbaud Enterprise CRM
- Experience in complex nonprofit environment and an understanding of fundraising and nonprofits.
- One or more years of successful development or research experience in a nonprofit or institution of higher education.

COMPENSATION AND BENEFITS: Salary is based on experience: range is \$36,000 - \$40,000. Full benefits package includes medical, dental, vision, 403B plus employer match, as well as paid time off.

TO APPLY: All applications are treated confidentially. Interested candidates should email a letter of application and resume to jobs@colbsa.org. Applications will be accepted until the position is filled. No calls please. The Cradle of Liberty Council, BSA is an equal opportunity employer.

ABOUT THE CRADLE OF LIBERTY COUNCIL: The Cradle of Liberty Council serving thousands of youth throughout Philadelphia, Montgomery, and Delaware Counties in hundreds of Scouting groups chartered to civic, faith-based, and educational community organizations. It provides youth with dynamic outdoor programs that build character, foster participating citizenship, and encourage personal fitness.