



Job Posting

Position: Fundraising Administrative Assistant

Position location: Milford, Massachusetts

Council Website: www.mayflowerbsa.org

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.

The Mission of the Mayflower Council, BSA is to serve others by helping to instill values in young people and in other ways prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are based upon the Scout Oath and Scout Law.

It is the purpose of the Mayflower Council to provide the program support needed by the volunteer leaders of the various Cub Scout packs, Scouts BSA troops, Venture crews, and Explorer posts in the communities we serve in the MetroWest and South Shore areas.

The Fundraising Administrative Assistant will:

Provide administrative and project support to the Development Office to accomplish the philanthropic goals and objectives established to further the mission of Scouting within the Mayflower Council. The fundraising administrative assistant, reporting to the director of development, is responsible for promoting and supporting the philanthropy efforts of the council through stewardship and communication with constituents and existing donors.

Essential Functions and Skills:

Provides high level administrative support for the operations of the Development Office.

- Maintain all development records and data and ensure their accuracy and usefulness, for both developing and analyzing strategy.
- Assist with drafting short memos and emails when required.
- Work closely with the director of development and development team to increase corporate support from businesses and promote sponsorship opportunities for Mayflower Council events and programs.
- Responsible for the setup of campaigns and events in Blackbaud (BCRM) and Scouting Gives.
- Friends of Scouting (FOS) Annual Campaign.
 - Maintain donor database (CRM / Blackbaud)
 - Enter FOS pledges, donations, and payments
 - Timely / weekly correspondence to donors and professional staff
 - Campaign contribution reports



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- Pledge acknowledgements, reminders, and donor invoices
- Gift acknowledgement letters
- Develop and manage periodic fundraising mailings and track and evaluate results
- Special Events:
 - Assist the Director of Development in all aspects of event planning and execution of the Golf Classic, Distinguished Citizen Awards Dinners (DCAD), Westborough Good Scout Dinner (WGSD) and other misc. council dinners and cultivation receptions
 - Track event sponsorship pledges and prepare weekly reports
 - Communicate with the committee regarding meetings, etc.
 - Communicate with corporate and individual sponsors as needed
 - Assist with event arrangements, promotion, and coordination
 - Participate in committee planning meetings / conference calls and minute-taking
 - Send acknowledgment letters
- Product Sale:
 - Provide support as needed to the Fundraising Specialist as needed for a successful popcorn sale
- Foundations and Grants:
 - Assist with research on foundation and corporate giving opportunities
 - Manage schedule of grant proposals, reports, and donor communications

Requirements:

- Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law.
- Bachelor's degree from an accredited college or university preferred.
- Attained 21 years of age or older unless prohibited by any applicable law.
- Ability to work varied hours when necessary, evening special event activities and weekend work is occasionally required to achieve positive objectives.
- A Scouting background is helpful but not required for employment.
- Offers for employment are subject to criminal, reference, and motor vehicle background checks.

Compensation:

Mayflower Council is an equal opportunity employer. In addition to offering a competitive salary, Professional Scouting offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, a 403b retirement plan, plus compensation for authorized and approved business-related expenses to include phone and mileage reimbursement. We also offer generous PTO policy and BSA holiday observances.



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How to apply:

Qualified candidates must submit a cover letter and resume with salary history to Jim Corcoran at jim.corcoran@scouting.org only the most qualified candidates will be contacted. No phone calls, please.