



9. Execute event logistics and details (i.e. vendor procurement and relations, set-up, documents and presentation creation, sponsor benefit fulfillment, volunteer recruitment, committee meetings, etc.)

10. Solicit support (monetary, in-kind, and pro-bono). Expected net revenue goal beyond the annual net revenue for the first year is 30K, year 2 is 60K and year 3 is 120K

11. Conduct full range of activities required to prepare, submit and manage grant proposals to federal, state, local and private foundation funding sources.

12. Maintain calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.

13. Communications/Marketing/Social Media support

14. Other duties as assigned

**KNOWLEDGE & SKILL REQUIRED:**

1. Commitment to VNBGC's mission and values

2. Bachelor's degree and two plus years' experience in nonprofit development or similar role

3. Self-motivated and independently driven

4. Demonstrated organizational skills and superb communication (verbal and written); ability to articulate the vision, values, and mission of the VNBGC

5. A keen eye for detail and ability to create compelling, impactful communication pieces

6. Ability to establish and monitor timelines and resources needed to achieve goals/projects

7. A team-player and can be a strong team leader, providing clear direction and motivation to others through communication, modeling appropriate behavior, optimism, and high achievement

8. Flexibility, good sense of humor, and outgoing/engaging personality

9. Ability to listen carefully to and understand others' needs and proactively respond in a consistent, timely manner

10. Solutions-oriented and willingness to think-outside-the-box

11. Ability to exercise discretion in dealing with confidential and personal information

12. Comfortable with a fast-paced schedule and able to work a flexible schedule (some evenings, weekends, holidays, frequent off-site meetings, and/or overnight travel may be required)

13. Ability to manage stress levels while under strict deadlines by preparing for opportunities and managing against problems in advance; ability to remain flexible during busy seasons/changes

14. Ability to problem solve with a “grace under fire” mentality

15. Proficiency with computers and a variety of software packages (Microsoft, Adobe, Canva, social media platforms, etc.)

16. May be required to drive Club van.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT/SCHEDULE:**

1. Must be able to lift 10lbs or more.
2. Must be able to be on your feet for more than 4 hours at events.
3. Typical Monday to Friday schedule with occasional weekends.
4. General day shift, business hours with occasional evenings.
5. Work may be in multiple locations (events and meetings)

**THIS JOB IS IDEAL FOR SOMEONE WHO IS:**

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment

This job is a job for which all ages, including older job seekers, are encouraged to apply

Schedule:

**COMPENSATION & BENEFITS**

Starting at 70k+ annually - benefits package available after 90 days

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule
- Professional development assistance/training



**VACAVILLE NEIGHBORHOOD  
BOYS & GIRLS CLUB**

**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.

**Please submit** your resume, cover letter, and writing sample to:

Anna Eaton  
VNBGC  
100 Holly Lane  
Vacaville, CA 95688

[aeaton@vnbgc.com](mailto:aeaton@vnbgc.com)