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## POSITION DESCRIPTION

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Position:	Director of Resource Development
Location:	Headquarters
Salary:	DOE
Hours/Schedule:	9AM to 6PM, exempt
Manager:	Chief Executive Officers
Benefits:	medical, dental, PTO, LTD

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### GENERAL FUNCTION:

The Development Manager works with the Chief Executive Officers and Councils or Board (as assigned) to plan and execute resource development strategies and monitor progress against goals; Supports Chief Executive Officers in positioning Board to cultivate and solicit major gifts and grants for individuals, corporations, foundations, government agencies and others; and is responsible for managing the administrative needs relating to resource development.

### RESPONSIBILITIES:

1. **CAMPAIGN MANAGEMENT** – Manages all aspects of each fundraising campaign, including writing, mailing and monitoring campaigns.
2. **MARKETING & MEDIA** – Develops and manages annual Marketing Plan. Manages speakers bureau, maintains web site and submits press releases to local media monthly highlighting program and recognition opportunities. Manages Annual Report and newsletters.
3. **SPECIAL EVENTS** – Provides staff leadership to annual events. Manages board and volunteer participation, develops promotional materials, directs all logistics and handles all registration and sponsorship.
4. **GRANT WRITING & REPORTING** – Writes grants and researches grant opportunities. Collaborates with program staff to ensure grant objectives are being met and reports to funders as required. Manages county-wide collaborative projects.
5. **BOARD/VOLUNTEER RELATIONS** – Ensures board has all necessary information prior to and after each meeting and as it relates to getting their work done as a board. Attends meetings and retreats and produces minutes. Staffs appropriate committees.
6. **DONOR RELATIONS** – Ensures timely and appropriate acknowledgement of all donors through written thanks and donor recognition events and opportunities.

7. **DATABASE MANAGEMENT** – Partner with Business Manager to keeps records current for all donors and prospects. Analyzes data to discover new development opportunities.

8. **GENERAL ADMIN** – as needed.

**SKILLS, EXPERIENCE & ATTITUDES:**

- Four-year degree in related field from an accredited college or university preferred.
- Three to five years of progressively responsible development experience.
- Strong communication skills both verbal and written.
- Great Team Work skills, including an understanding of group dynamics.
- Computer skills: Microsoft Office
- Ability to quickly learn new computer programs, including Donor Perfect.
- Demonstrated organizational, staff and project management abilities
- Impeccable honesty and integrity.
- Commitment to being a high performance team player.
- Interest and ability to represent the agency in the public eye.

I accept the terms and conditions of this *POSITION DESCRIPTION*.

Signature \_\_\_\_\_

Date \_\_\_\_\_