



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

Position: Resource Development Manager
Location: Youth IMPACT Center
Manager: Director of Resource Development

Job Summary: The Resource Development Manager works at the direction of the Director of RD to plan and execute resource development strategies throughout the Organization This person will primarily be responsible for cultivating gifts and grants from individuals, corporations, foundations, government agencies and others as well as ensuring that special events are organized and reach their financial goals.

Responsibilities:

- **Campaign Management** – Plan, execute and manage various fundraising campaigns in support of organizational resource development goals and strategies.
- **Special Events** – Support Special Events Manager with planning and execution of events. Planning duties include event timelines, progress reports, board, staff and volunteer participation sign-ups, ticket sales, vendor relations, securing event sponsors and in-kind donations.
- **Community Relations** – Lead the development of strategic alliances with local community organizations, leaders and prospective donors.
- **Grant Writing and Reporting** – Write grants and research new grant opportunities. Collaborate with program staff to ensure grant objectives are being met and reports to funders as required.
- **Community Council** - Recruit, develop and provide effective leadership to BGCCSC Community Council members.
- **Database Management** – Keeps records current for all donors and prospects.
- **General Administration** – As assigned.

Required skills, attitude and experience:

- Four-year degree in related field from an accredited college or university
- 2+ years of progressively responsible resource development experience
- Understanding of and experience using various social media platforms for business use, including Facebook, Twitter and YouTube
- Proficiency with Microsoft Office, Constant Contact (or similar e-mail marketing platform) and Adobe Creative Suite (preferred)
- Knowledge of accessing and managing a database
- Strong oral and written communication skills
- Great teamwork skills, including an understanding of group dynamics
- Impeccable honesty and integrity
- Commitment to being a high performance team player
- Interest and ability to represent the agency in the public eye
- All other duties as assigned.

I have read and agree to all of the above.

Name

Date