



POSITION DESCRIPTION

TITLE: Resource Development Director

PROFILE SOURCE: Management Professional

REPORTS TO: Executive Director

STATUS: Exempt

SALARY RANGE: \$70,000 - \$90,000 to commensurate with experience

Potential for discretionary bonus

JOB SUMMARY:

The Resource Development Manager will work with the Executive Director and Board of Directors to plan and execute resource development strategies, cultivate donors, and solicit gifts from private and public funding including but not limited to: individuals, corporations, foundations, and government agencies. There is flexibility for a hybrid of remote and in-person work.

JOB DESCRIPTION:

- Work with the Executive Director and Board of Directors to cultivate and solicit donations from individuals, corporations, foundations, and government agencies
- Plan, coordinate and supervise all fundraising events
- Develop, implement and manage an annual campaign for unrestricted gifts from individuals
- Establish and maintain appropriate communications between Board of Directors, volunteers and staff members
- Coordinate appeal letters, thank you letters and organizational information correspondence to donors and supporters
- Work alongside the Marketing and Communications Coordinator to prepare collateral materials for the public
- Develop, maintain and increase the donor database to promote major cultivation and solicitation
- Cultivate, manage, and steward relationships with donors and prospects including individuals, corporations, foundations, and government agencies; leverage the CEO's and Board Members' time in cultivating high-potential donors and prospects
- Develop and supervise donor recognition and stewardship strategies and events
- Monitor and report regularly on the progress of the development program
- Work closely with the Chair of the Development Committee to guide and implement strategies for board engagement
- Other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of 3-5 years of work experience in resource development and gift acquisition.
- Demonstrate excellent interpersonal, writing, public speaking, and management skills.
- Proficient in use of computers, donor database systems, Google Suite, and MS Office (Word, Excel, PowerPoint, Publisher, etc).
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

ADDITIONAL REQUIREMENTS:

- Flexibility to attend evening fundraising and networking events when necessary
- Clear background check

- Ability to travel locally as needed