

## JOB DESCRIPTION

**TITLE:** Resource Development Director  
**STATUS:** Exempt  
**REPORTS TO:** President

**RESPONSIBILITIES:** The Resource Development Director is primarily responsible for organizational performance in resource development and public relations, with the objective of meeting annual revenue goals, expanding base of support and improving the image of the organization to help meet the growing needs of the community.

**QUALIFICATIONS:** To perform this job successfully, the individual must be able to satisfactorily perform each essential function as listed in the evaluation portion of this document. The requirements are representative of the knowledge, skill, and/or ability required to perform the essential functions.

**PREREQUISITES:** Minimum of three years experience in resource development. Experience working in a nonprofit organization including supervising volunteer staff and working with Board of Directors.

Strong interpersonal communication skills and the capacity to work collaboratively under frequent deadline pressure. Be flexible and responsive to change with a positive attitude. Meet the public easily and build new relationships effectively. A personal commitment to the mission and work of the organization.

Bachelor's Degree  
Bilingual

**DEVELOPMENT AND FUNDRAISING:** Establish working relationship with annual campaign chair. Maintain up-to-date information in terms of pledges and participation during annual campaign. Schedule and attend meetings with volunteers, companies, appropriate board members and/or staff. Responsible for ordering campaign materials, incentives and other related supplies during annual campaign. Develop

and implement New Hire Program on a year-round basis. Maintain and manage accounts on an on-going basis with particular emphasis on pledge loss.

Increase the base of the organization's support in terms of donors and volunteers. Ensure the development and maintenance of an accurate, comprehensive donor database. Cultivate relationships with existing and new large donors. Identify potential donors. Be directly responsible for managing and developing relationships with key supporters. Recruit, induct and train campaign volunteers.

Be responsible for acknowledgment of all donations including monetary, services, and in-kind. Devise, monitor and manage the fundraising budget in coordination with the president and finance director. Analyze performance against budget. Ability to present information and respond to questions from other staff, the board and the general public.

**OTHER SKILLS AND ABILITIES:** Working knowledge of nonprofit fiscal management. Demonstrated ability in written and oral communications and interpersonal relations. Ability to work independently and in a team setting. Self-starter with the ability to handle multiple projects simultaneously. Must be computer literate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit, walk, and stand. Some driving and travel is required. The position requires the employee to meet multiple demands from several people and interact with the public and other staff. Prolonged use of computer is required. The employee is occasionally required to lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works both inside and outside. The noise level in the work environment is usually quiet.