

Job Title: Director of Resource Development
Reports to: Executive Director of Program and Development **Revised:** 4/11/2023

Level of Responsibility: Administrative Staff

Pay and Benefits:

- **On-call part-time**
- **Flexible scheduling**

Summary: The Director of Resource Development works as a member of the resource mobilization team for the implementation of the agency's resource development strategy, internal and external public relations, legislative advocacy, and other administrative functions related to fundraising and public relations. This is an administrative position and is not represented by the SEIU, Local 925.

Qualifications, Education, Experience: High School Diploma or GED. Proficiency in written and verbal communication. Must be comfortable asking for donations. Valid Washington driver's license, auto insurance, and good driving record and background check required.

Knowledge of: Nonprofit organizations. Standards and principles of ethical fundraising practices. Public relations and marketing best practices. Microsoft Office including Excel and Publisher plus capacity to use on-line fundraising and communication tools, database software, social media, design and presentation programs. Effective networking, business etiquette and confidentiality. Correct English usage, grammar, spelling and punctuation.

Job Skills: Ability to raise funds through annual events and direct asks among individuals and corporations. A self-starter and a solutions-oriented problem solver who can work both as a team player and independently. Excellent people skills. Proficiency in Microsoft office suite, Adobe, donor database management, social media, and other technological platforms. Effective oral and written communication skills are required. Demonstrated poise and confidence both in face to face contacts with donors and community contacts.

Description of Essential Functions:

- Collaborate with the director of program and development, VCS board of directors, and resource mobilization team for fundraising, internal and external public relations, legislative advocacy, and other related activities
- Be knowledgeable of, and in compliance with, VCS volunteer and fundraising policies

- Utilize the donor database to generate mailing lists, donation receipts and tracking reports
- Assure donor and volunteer correspondence, acknowledgments and appreciation so that donors and volunteers receive timely recognition
- Coordinate annual giving, major gift, and legacy giving campaigns
- Coordinate fundraising and public relations events
- Lead the identification and cultivation of relationships with corporate, individual, grant, and small business donors
- Request sponsorships, live auction items, and other donations
- Schedule and participate in meetings with prospective donors, donors, legislators and other stakeholders
- Gather data and information needed for grants and reports
- Create marketing, social media, and public relations materials in partnership with Chikara PR
- Complete social media and website updates
- Proofread grants, marketing materials, press releases, etc.
- Coordinate public relations booths, speaking engagements, staff and volunteer recruitment, and other public relations activities
- Represent the agency at networking events
- Post recruitment ads and assist with recruiting and on-boarding volunteers
- Encourage an agency-wide approach to fundraising
- Other duties and special projects as assigned

Physical Demands:

<i>Task</i>	<i>Frequency</i>	<i>Examples</i>
Visual acuity – near and far	C	Reading computer screens and written materials, driving, group presentations
Sitting	F	In office chair at desk, table or computer, driving
Repetitive finger, arm, and hand movement	F	Using computer keyboard and mouse, 10-key calculator
Climbing stairs	F	To/from 2 nd floor office from/to ground floor building entrance (elevator is available)
Standing	F	Operating office machines, public speaking, events
Walking	F	To/from offices within buildings and at events
Pushing/pulling	F	File drawers, desk drawers, printer/copier paper trays
Driving a car	F	To program sites, meetings, workshops
Twisting at waist	F	Moving between computer station and desk
Kneeling/squatting	F	Retrieving items on floor and from low file drawers, decorating at events
Bending at waist	F	Picking items off table or shelf
Carrying	F	Brief case, portfolios, presentation materials, file boxes, supplies, books and folders, event decorations

Lifting	O	Presentation materials, file boxes, supplies, tables, chairs, etc. at events
Reaching above shoulder	O	Retrieving/placing binders, books and supplies on a shelf
Crawling	N/A	N/A

C	=	Constant (over 70% of the time)	S	=	Seldom (1-10% of the time)
F	=	Frequent (30-70% of the time)	N/A	=	Not Applicable
O	=	Occasional (10-30% of the time)	% denotes estimates		

Typical Mental Demands: Must work constantly with a large number of details. Event coordination requires mental stamina. Must be able to quickly problem solve. Must be able to prioritize work effectively to meet time-sensitive deadlines. Must interact with people at all levels in the agency as well as board members, vendors, customers, participants, parents, governmental and funding representatives, and the community at large.

*Village Community Services is an Equal Opportunity Employer
The above is an outline of this position that may be changed or modified at any time at the discretion of management either formally or informally as long as duties fall in the general guidelines of the Development Assistant.*

I _____ have read and understand my job description:
Full Name

Signature

Date