



Staff Position Description

TITLE: Resource Development Manager

REPORTS TO: CEO

STATUS: Full-time, Year-round

BENEFITS: Full-time Positions eligible for ICHRA benefit, professional development, flexible scheduling & Paid Time Off/Holidays per organizational policies.

POSITION SUMMARY: Manages organizational resources & funding acquisition with the strategic direction of the CEO. Develops relationships with active and potential funding partners that support the direction of operational and strategic initiatives; aligned with the projected annual budget(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Funding & Partner Stewardship:

- Identifies funding opportunities (episodic or recurring) for the organization and prioritizes efforts with strategic thinking.
- Facilitates the engagement of key stakeholders that lead toward a full acquisition of funds.
- Strategizes partnership opportunities to align with program development and capacity building initiatives as identified by BBBS staff and leadership.
- Coordinates accountability systems and completes required recognition or administrative requirements of each fiscal gift.
- Manages tracking and administrative systems of active and potential individual and corporate donors.
- Supports financial success of fundraising events by leveraging relationships with donors and partners.
- Identifies recognition opportunities and delivers an intentional plan to acknowledge donations across the organization.
- Communicates and strategizes with grants staff to align strategies with overall revenue goals.
- Develop and maintain partnerships throughout the community, state and BBBSA as it supports the resource development of the organization.
- Elevates donor relationships through marketing strategies as aligned with org-wide marketing efforts; including but not limited to Impact Data & Stories.



- Promote agency within the community through presentations or meetings to local clubs and organizations, participation in local events, as related to donor engagement.
- Maintains relevant knowledge of the current and future programs, as well as quantitative and qualitative data on program outcomes and mission.
- Delivers regular opportunities for Bigs & Littles to participate in org-sponsored activities, in partnership with local businesses.

Community Leadership:

- Performs duties in compliance with National standards and BBBS SW CO policies, procedures and practices.
- Represents BBBS SW CO in a professional manner in the community and office.
- Comfortable and competent in performing presentations and public speaking.
- Continued willingness and ability to work with and communicate effectively with other staff, Board members, funders and community members.
- Must be self-motivated, responsible and able to work independently with minimal supervision.

Required Qualifications

- A Bachelor's degree in a related field or four years of related experience.
- Must pass a background check per BBBS of SW Co policies.
- Must have competency and skills using Google, online grantor platforms, Salesforce and other donor databases.
- Must have experience in relationship-building and show success in sustaining relationships that better those being served.
- Must possess excellent written and oral communication skills.
- Must show high emotional intelligence and ability to engage with a diverse population of stakeholders or community members.
- Must be able to work occasional evenings and weekends as needed to complete the responsibilities of the role and be a team player of the organization's staff.
- Work requires use of computers and the need to work in front of a computer terminal for extended periods of time.
- Must be able to understand the mission of the organization and articulate their own passion and experience of the mission.
- Must continuously show compassion and understanding of those we serve.

STATEMENT OF UNDERSTANDING



I have read and understand the above responsibilities & expectations. I assert that I am able to perform the essential job functions, meet the requirements of this position, and have the ability to meet requirements of the position and organization's policies & procedures as indicated in the Personnel Manual. If I'm uncertain if I'm able to meet requirements, I will request reasonable accommodation immediately from my direct supervisor/Executive Director.

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE