



Children First/Communities In Schools of Buncombe County Job Description

Program:	Development
Position Title:	Resource Development Director
Hours:	37.5 hours per week, some nights, weekends
Reports To:	Executive Director
Salary Range:	Mid 40,000's - Low \$50,000's DOE
Office Location:	Hybrid – Administrative Office & Remote
Benefits:	Health Insurance, including Dental and Vision, Life Insurance; Disability Insurance; 12 paid Holidays; 12 Sick Days; Vacation (starting at 10 days/annually)

Overall Responsibility

The Resource Development Director is a member of the senior leadership team and is responsible for leading the organization in meeting our development goals to support and further enhance resources to meet our mission of empowering children and families to meet their full potential and surrounding students with support. This includes successful planning, execution, and evaluation of fundraising and marketing for the organization including donor development, grants, special events, and communications. This position works closely with the Executive Director, senior leadership team, program staff and board members. This position supervises the Communications and Events Coordinator.

Key Areas of Responsibility

Development

- Ensure that fund development is carried out in keeping with the organization's values, mission, vision, and strategic and fundraising plans.
- Working with the Executive Director and Finance & Operations Director, create and manage annual development plan to include fund development activities and develop cultivation and stewardship techniques. The plan should include one-on-one donor visits, direct mail, events, major gifts, planned giving, foundations, other grantors, and corporations.
- Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.
- Develop and implement strategies to increase individual and corporate giving, including enhancing community visibility through partnerships and marketing.
- Oversee Communications strategy development, including updating messaging and communications plan, and supervising Communications & Events Coordinator in duties including social media, website, e-mail marketing, press releases, and media outreach.
- Manage grant portfolio, write grant proposals and reports, and research and identify new funding opportunities. Develop relationships with foundation program staff and serve as point of contact for the organization.
- Work with Data & Grants Compliance Officer to manage administrative tasks under 21st Century Community Learning Centers (CCLC) and Extended Learning and Integrated Student

Supports (ELISS) grants, including proposal drafting, coordinating additional documents and signatures, interpreting grant guidelines, managing calendar of webinars and deadlines for team, and communicating with NCDPI staff.

- Work with Director of Community Supports to align program strategies with grant proposals and ensure deliverables are met in compliance with grant agreements.
- Work with Finance & Operations Director to create grant budgets, allocate funding, and ensure compliance with financial requirements of grants.
- Establish performance measures, monitor results, and help the Executive Director, Resource Development Committee and Board evaluate the effectiveness of the organization's fund development program through analysis of data. Identify and create opportunities for Board members to actively fundraise.
- Prepare presentation and reports for Board and attends all board meetings.
- Cultivate, train, and manage fundraising volunteers and AmeriCorps members in need of service hours.
- Manage the donor database by utilizing our constituent relationship management (CRM) software, Little Green Light, which includes tracking donors, updating donor profiles, creating appeals, updating acknowledgement emails, and creating donor and donation reports to analyze giving trends.
- Manage coordination and implementation of all special events with help of Communications & Events Coordinator, including annual trivia night and third-party fundraisers.
- Oversee Communications & Events Coordinator in planning and leading Mind the Gap tours.
- Adhere to the Association of Fundraising Professionals' Ethical Guidelines.
- Keep informed of current philanthropic giving trends and techniques.
- Serve as an ambassador of the organization.

Staff Responsibilities

- Work collaboratively with all CF/CIS staff to maintain a positive image.
- Attend trainings when required and funding is available.
- Understand and demonstrate the mission and goals of CF/CIS.
- Communicate regularly with the Executive Director.
- Provide all paperwork and reports needed to CF/CIS.
- Attend and participate in all CF/CIS staff functions.
- Cross train, share information and communicate with all applicable staff.
- Other duties, as assigned.

Skills and Attributes

- Ability to work independently and with diverse groups of people.
- Strong verbal and written communication skills.
- Committed to our mission of "...empowering children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life."
- Researching publicly available data via the Internet and traditional media.
- Use data to drive planning, to set meaningful targets and continually assess progress.
- Excellent organizational and time management skills.
- Comfortable with learning new computer software.
- Strong ability to cultivate, build, and maintain relationships.
- Take initiative and actively seek to deepen current donor relationships and cultivate new

ones.

- Confident and professional when interacting with donors, foundations, etc.
- Ability to stay calm in stressful situations.

Experience Requirements:

- Bachelor's degree.
- Minimum of 3 years of development and fundraising experience preferably in a non-profit environment with a successful track record of raising funds using multiple strategies.
- Planning and leading development activities.
- Proven track record of donation cultivation and fulfillment.
- Computer literate and proficient in Microsoft Office Suite.

How to apply:

Send your cover letter, resume, and a writing sample to employment@childrenfirstbc.org. Position is open until filled. You will be required to submit three references prior to your final interview.

