

Center for Children and Families, Inc.
Job Description
Resource Development Specialist

Definition: The resource development specialist works with the executive director and the Board of Directors to ensure financial stability of the agency through fundraising activities and cultivation of donors. This person reports to the executive director. This is a full time, salaried position.

Job Responsibilities:

General fundraising responsibilities

- Identifies appropriate funding sources for current programs and special projects.
- Coordinates preparation of items for use in fundraising activities including but not limited to video, print, internet and display materials (with communications specialist). Ensures an accurate portrayal of agency activities while protecting client confidentiality.
- Monitors "Gift Acceptance Policy" for the agency in conjunction with the executive director and the Board of Directors.
- Plans the Holiday Fund Drive campaign in conjunction with the Sustainable Funding Cabinet and executive director; composes letters asking for funding; and coordinates appropriate follow-up for gifts received.

Grantwriting

- Assists with program and agency budget for submission with grant proposals.
- Works closely with program staff to identify funding needs and program objectives corresponding to grant proposals.
- Composes and coordinates agency grant proposals and funding requests.
- Works with the financial manager to ensure that claims submitted to funding sources are accurately reflective of approved grant budgets.

Benevon Model

- Serves as team leader for Benevon efforts, oversees and coordinates efforts with executive director and Sustainable Funding Cabinet and volunteers.
- Supports efforts of sustainable funding cabinet to implement Benevon model. This includes Point of Entry, Cultivation, Hands and Hearts Luncheon, and Major Gifts activities.
- Works with the executive director to plan Children Front and Center presentations on site and off site.
- Participates in delivery of Children Front and Center presentations.
- Conducts follow up with guests at Children Front and Center.
- Oversees cultivation plans and activities, works with Sustainable Funding cabinet and others as appropriate to carry out events.
- Works with the Sustainable Funding Cabinet to implement and maintain the multi-year giving society.
- Assists the executive director and the Board of Directors in representing CCFI to the community.
- Participate in volunteer development as it relates to opportunities for donor participation.

Community relations

- Assists the executive director and the Board of Directors in representing CCFI to the community.
- Assists in maintaining personal contact with other agencies and community supporters.
- Performs other duties as requested by the executive director, President, Executive Committee or Board of Directors.

Agency responsibilities

- Makes regular periodic reports to the Board of Directors and Executive Committee regarding funding possibilities and marketing strategies.
- Performs other duties as requested by the executive director, Officers or Board of Directors.
- Take initiative in completing new tasks.
- Communicates regularly with and reports problems to executive director promptly.
- Maintains a spirit of teamwork in program/agency.
- Organizes and manages time adequately.
- Receives and incorporates feedback about job performance in a professional manner.
- Models professional behavior for staff in the program/agency.
- Maintains pursuit of job directives in spite of unexpected obstacles.

Please email L.Terrell@ccfinorman.org with a resume and references.