



POSITION DESCRIPTION

TITLE: Resource Development Director

TYPE: Salary, Non Exempt

REPORTS TO: Executive Director

SALARY RANGE: \$50,000 - \$60,000

POSITION SUMMARY:

Responsible for the oversight and management of the organizations resource development department. This key position is fundamentally important to the organization's diversification of funding and financial sustainability/growth goals. This position is based in the Triangle area and will have a hybrid work schedule.

Applicants should submit a cover letter and resume to Daniel Pietrzak, Executive Director - dpietrzak@bianc.net.

ESSENTIAL DUTIES:

Resource Development

- Collaboratively design, implement, and oversee a comprehensive fundraising program designed to broadly support the mission and strategic goals of BIANC
- Support the Executive Director in all resource development activities (i.e prospecting, researching, drafting, corresponding etc.)
- Collaborate with the Executive Director and Program Director to identify programmatic and funding needs.
- Manage the organization's Annual Fund to include the Annual Board Campaign and the organization's Corporate Membership Program
- Assist in the coordination of events as needed.
- Manage and coordinate the monitoring and evaluation of all resource development activities regularly preparing reports for the Executive Director and Board of Directors
- Work with Executive Director to ensure the organizations Resource Development activities are kept up with modern trends
- Staff and support Board of Directors Resource Development Committee

Grants Management

- Perform research to identify available grant opportunities relevant to the mission of BIANC
- Coordinate with all BIANC departments to compile information and documents needed to submit applications
- Manage grants pipeline, calendar and activities in a collaborative environment with all departments of BIANC
- Organize and manage standard attachments for grant proposals and reports.
- Maintain effective records of grant & contract opportunities & commitments.
- Prepare and submit reports for grants and other donors as needed.

Operations

- Ensure all marketing needs of the organization's programming department are met.
- Oversee the Awareness Coordinator position to ensure goals and expectations are met.
- Act as an initial point of customer services for all Members and Donors
- Collaborate with all other BIANC departments to understand fundraising needs to enhance organizational effectiveness
- Oversee the production of acknowledgment letters (for Members and donors) along with Member certificates to ensure they are sent within 30 days.
- Manage the organizations donor database (DonorPerfect) to ensure accuracy and integrity by ensuring that all information is kept current and up to date
- Perform basic administrative duties such as filing, data entry, maintaining a filing system and more as needed.
- Work closely with the Finance Director to ensure all databases match in revenue and keep an accurate list of receivables.

THIS POSITION DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL RESPONSIBILITIES, SKILLS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO BE AN ACCURATE REFLECTION OF THE JOB REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND TO ASSIGN OTHER DUTIES S NECESSARY.

QUALIFICATIONS:

- Bachelor degree, preferably Masters, and 4 years of work experience in the areas of resource development, fundraising and grants.
- Proficiency in the utilization of donor or CRM databases (e.g DonorPerfect).
- Experience or proficiency using social media platforms, marketing tools (e.g. Canva, Constant Contact, WordPress) and data management.
- Ability to perform in a team-oriented environment
- Strong organizational skills and the ability to prioritize goals and tasks.
- Superb analytical and critical thinking skills, excellent oral and written communication skills, and strong planning and time-management skills.
- Proven ability to work collaboratively, and prioritize multiple tasks and deadlines.
- Working knowledge of MS Office software.
- Availability on nights and weekends to attend events, travel, etc.

Last Date Modified: April 2024