



POSITION DESCRIPTION

Title: Director of Resource Development

Department:
Resource Development

Exemption Status:
Exempt

Reports to:
Vice President of Advancement

Last Revised:
March 5, 2021

Titles Reporting to Job:
Community Partnership Coordinator (2)
Advancement Officer
Development Associate

Last Reviewed:

Position Summary: Reporting to and working in close collaboration with the Vice President of Advancement, the Director of Resource Development will lead the Resource Development team for the largest Hispanic social service agency in the Midwest. The Director of Resource Development is responsible for helping to develop, strengthen and execute the agency's strategic fundraising plan and fundraising efforts, including the corporate and foundation grants, elements of the governmental grants program, legacy/planned giving program, major gifts program, in-kind donations, volunteer programs, special events, and Individual Giving program through identification, cultivation, solicitation, and stewardship of current and new prospective donors. The Director of Resource Development will work in collaboration with other members of the Advancement Department, Program Staff members and members of the Senior Management Team, as necessary.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, and core values to direct daily work, decision-making, and adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. Is actively involved in and knowledgeable of the Agency's Performance Quality Improvement (PQI) process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines.
6. Accountable for daily activities within the allowable activities approved by the Agency.
7. Educates and shares the mission of the gift-giving program with all employees.

Essential Duties and other duties as assigned:

Strategic Leadership

1. Under the direction of the Vice President of Advancement develop and execute the Agency's resource development strategies.
2. Develop innovative and strategic partnerships that will help to build sustainable fund development program and thus create partnerships to increase Casa Central assets and footprint with existing donors, new prospect donors, foundations, corporations, and others.

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3. Provide organizational and operational support in the development and execution of other Agency events.
4. Be a contributor to the Agency's efforts as it relates to the delivery of services and goods.
5. Become familiar with the Agency's service delivery to the community to establish strategic needs to meet agency goals.
6. Establish short-term and long-term goals to enhance the overall strategic fundraising goals of the Agency.
7. Accountable for owning and delivering on quarterly and annual fundraising goals.
8. Collaborate with cross-functional teams, such as Finance, Senior Management, Marketing and Program Leaders.
9. Demonstrate effective leadership to all Casa Central staff.
10. Set the standard for effective leadership, productivity, professionalism, and management by maintaining adherence to Fundraising Code of Ethics through applicable authoritative body; e.g., Association of Fundraising Professionals (AFP).
11. Manage team members with a servant leadership mindset, working with team members in areas that need improvement through professional development, training, and coaching.
12. Other duties as assigned by the Agency President/CEO and Vice President of Advancement.
13. Develops and manages the Resource Development department budget in collaboration with Vice President of Advancement.

Relationship Building

1. Must be a dynamic relationship-builder who can adapt to Agency needs and changes, both internally and externally.
2. Strong verbal and written communication skills when working with a wide range of internal and external stakeholders.
3. Developing and fostering new relationships that open opportunities to increase the Agency's assets and opportunities.
4. Schedule and coordinate tours and visits from individual, corporate, and other external prospects.
5. Understand the individual program/department needs to address them.
6. Resolve external individual concerns and gift-giving goals quickly and efficiently.
7. Provide the highest quality of customer service to internal and external stakeholders.
8. Building meaningful relationships by listening and making time for potential prospects.

Prospecting & Grants

1. Develop prospects, prospect pipeline and outreach in various market areas.
2. Identify, qualify and secure new opportunities by cultivating and maintaining mutually beneficial relationships with potential donors. Seek out and develop innovative funding partnerships with organizations that further the fundraising goals and initiatives of Casa Central.
3. Make recommendations, evaluate, and develop strategies for new donor leads with department/program management.
4. Develop and maintain a successful corporate, foundation, and individual solicitation programs, identifying priorities and prospects, and building resources and connections to implement the program.
5. Develop strategy to solicit longer term planned and estate gifts. Cultivate high-profile prospects and help solicit current and legacy/planned gifts in collaboration with board members, the President/CEO, and the Vice President of Advancement. Track, manage, and report on legacy/planned gifts via Raiser's Edge NXT Pro "Planned Giving Module".

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6. Oversee the full range of activities required to prepare, submit, and manage grant applications to foundations and other funding sources. When necessary, perform or coordinate prospect research on foundations and corporations to evaluate the prospects for grants (e.g., Foundation Directory Online). Assist other departments to gather the information necessary to report to corporate/foundation funders on current grant programs.
7. In collaboration with the Vice President of Advancement assist with closing high-profile gift giving opportunities by coordinating requirements; developing and negotiating contracts; and integrating contract requirements within the Agency's operations.

Gift Giving and Fundraising

1. In collaboration with the Vice President of Advancement and the President/CEO, evaluate existing systems and implement an overall individual giving program including fundraising campaigns (e.g., Spring Appeal and Year-End Campaigns).
2. In collaboration with the Vice President of Advancement prepare a comprehensive plan to achieve gift giving goals that meet the overall needs of the Agency and work with individual departments/programs to build gift giving strategies to meet department/program goals.
3. Build a successful giving program by identifying prospects, designing and implementing strategies, and producing materials and applications as needed.
4. Develop and manage a portfolio of current and prospective individual donors to cultivate, solicit, and steward. Cultivate and encourage new gifts, renewed, increased, and major gift donations. This may include video conference, in-person meetings, direct mail, digital appeals, and Planned Giving.
5. Oversee Raiser's Edge NXT Pro; ensure the quality and timely submission of all donations including monetary and in-kind, grant applications, reports, and data.
6. Oversee Casa Central's gift acknowledgement and donor recognition programs. Learn the interests of current donors and learn the overall workings and focus of Casa Central's competitive grant program.

Special Events, Community Outreach and Marketing

1. Coordinate Annual Dinner Gala activities with the Agency's President/CEO, Vice President of Advancement, Advancement Officer, Advancement Committee, Director of Marketing, Board of Directors, and other members of the Resource Development staff.
2. In collaboration with the President/CEO and Vice President of Advancement and Advancement Officer, develop event goals, budgets, and committees for special events.
3. In collaboration with the Advancement Officer research new prospects and develop outreach strategies to engage potential donors.
4. Collaborate and strategize with Director of Marketing and Advancement Officer to write or update marketing materials, invitations, flyers for new initiatives, social media and website communications, and other materials to promote resource development at Casa Central.
5. Exemplify, interpret and share Casa Central's Mission and Values in all interactions when representing the agency at networking events with all stakeholders.
6. Represent Casa Central at external events, to public and private groups; initiate, and cultivate relationships with supporting agencies and organizations. Including but not limited to Kick-Off Reception, Day of Hope, and Awards Dinner Gala.
7. In collaboration with Vice President of Advancement and Advancement Officer coordinate and monitor event timelines and ensure all deadlines are met.
8. Serve as liaison with site and other vendors on event related matters.

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9. Lead special events planning, coordination, and execution. Coordinate efforts with Director of Marketing, Digital Marketing Coordinator, and Advancement Officer to produce save-the-dates, invitations, and other collateral materials related to events.
10. Formulate strategy for leveraging partnerships through all internet platforms, media companies, and community partnerships.

Volunteer Program

1. In collaboration with Advancement Officer develop and implement goals, objectives, and ongoing evaluations for the volunteer program, ensuring program aligns with Agency strategy.
2. In collaboration with Agency Vice Presidents, program directors and facility management assess the need for volunteers to enhance program/service delivery. Identify, lead, and coordinate volunteer assignments that provide meaningful experiences for volunteers
3. In collaboration with Advancement Officer, develop volunteer-to-donor and donor-to-volunteer initiatives. Aim to increase individual donations from volunteers as appropriate.
4. Oversee key elements of a well-established Volunteer Program including recruitment, vetting and selection, placement, support and oversight, recognition and retention both onsite and virtual. Including volunteer-to-donor and donor-to-volunteer initiatives. Aim to increase individual donations from volunteers as appropriate.

Goals, Budget and Metrics

1. Work with Vice President of Advancement to develop overall fundraising budget goals and metrics.
2. Identify trends and needs through captured data via surveys and other means to analyze the pursuit of new opportunities and evaluating existing strategies within the department.
3. Track performance of all special programs and events through established metrics.
4. Track outcomes of prospects by establishing department standards vs actual outcomes.
5. Develop metrics for short term and long-term goals.

Board Commitments


1. In collaboration with the Vice President of Advancement and President/CEO, provide strategic advice to the Board of Directors, including the Board Chair and Vice Chair, for future gift giving opportunities and supervise the Advancement Officer's role as the Emerging Leaders Auxiliary Board (ELAB) Staff Team Lead. Responsibility to regularly prepare reports and metrics to the Vice President of Advancement for the Board of Directors Advancement Committee.

Compliance and Memberships

1. Maintain memberships with organizations that support the mission of the Agency such as Association of Fundraising Professionals (AFP).
2. Ensure compliance with charitable trust requirements of the State of Illinois in collaboration with members of Senior Management.
3. Ensure compliance with IRS requirements of donor communications and donation reporting, when applicable.

General Requirements:

Sensitivity to cultural diversity is required. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required of the candidate. Reasonable accommodations may be made to perform the essential functions. The ability to manage multiple tasks effectively and set priorities is essential. Strategic, analytical approach combined with professionalism and charisma. Develop and

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manage Resource Development (RD) department budget in collaboration with the Vice President of Advancement. Ensure compliance with charitable trust requirements of the State of Illinois in collaboration with members of Senior Management team. Also, ensure compliance with the Internal Revenue Service (IRS) requirements of donor communications and donation reporting, when applicable.

Qualifications:

- Development/Fundraising: Proven success in resource development in the nonprofit sector, with a minimum of 4 to 7 years of experience in nonprofit resource development. Knowledge of philanthropic community in Chicago preferred.
- Ability to travel locally up to 50% of the time.
- Project Leadership: Experience in planning, leading, and managing resource development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors
- Entrepreneurial Spirit: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- Communications: Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences
- Collaboration: Effective at working with others to reach common goals and objectives
- Relationship Building: skilled at establishing and cultivating strong relationships internally and externally

Education:

Education/Experience: Must possess, as a minimum, a bachelor's degree in a Business related field.

Master's Degree preferred.

Language Skills:

Bilingual/Bicultural in English and Spanish preferred. Excellent communication and public speaking skills, written, and verbal required.

License:

Must have a valid Driver's License Class D, up to date vehicle insurance coverage and completed Motor Vehicle Report in order to drive on behalf of the agency when conducting business for the agency.

Computer Literacy & Knowledge Skills Abilities:


Proficiency with Microsoft Office software including Word, Excel, PowerPoint. Knowledge of Blackbaud Raisers Edge NXT Pro donor database preferred.

Mathematical Skills:

Basic skills as needed to work with fiscal matters, budgets, and expense reports.

Operating Environment and Working Relationships:

Is an integral member of the Resource Development team involved in fundraising efforts, stewardship of donors and agency supporters, and developing and disseminating information about agency work to outside audiences. Works collaboratively and routinely with all Casa Central Programs and departments.

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Decision Making Authority:

Exercises discretion, independent judgment in executing tasks. Strong critical thinking skills and ability to conceptualize and execute strategies to meet goals.

People Management:

Exceptional interpersonal skills. Ability to establish and cultivate relationships with others both internally and externally, to achieve organizational goals. Ability to lead and motivate a team of dedicated professionals. Strong judgment and problem-solving skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Due to the pandemic (until further notice) office hours are home-based to one day a week in the Casa Central office.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours, and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____