



Resource Development Manager

Full-Time, Salaried

Monday through Friday

Position Summary:

The Resource Development Manager contributes to our place of welcome by carrying through fundraising appeals and events, supporting donor engagement, and managing the pipeline of grant requests and reporting. This role will further the Catherine McAuley Center's mission through identifying and stewarding philanthropic relationships with organizations and individuals in the community. The ideal candidate for this role has an eye for data and a desire to connect with our community of supporters.

Accountability:

The Resource Development Manager is accountable to the Director of Development & Communications.

Qualifications:

- Bachelor's degree or comparable experience
- 1-3 years of related experience in nonprofit fundraising or communications
- Experience using donor databases, CRM systems, and e-mail marketing platforms, including pulling reports and evaluating data
- Ability to maintain confidentiality of volunteers, clients, students, children, and staff or agency business.
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a team and build effective relationships with staff, board members, volunteers, and donors.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and to treat others in a friendly, courteous, and appreciative manner.
- Flexibility and ability to handle stress and new or undefined situations.
- Ability to address conflict and problem solve.
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities.
- Experience coordinating or planning events.
- High level of accuracy and attention to detail.
- Desired, but not required for this position:
 - Working knowledge of printing standards, graphic design software (including Adobe InDesign, Microsoft Publisher, and online design tools like Canva)
- Computer skills, including experience with Microsoft Office Suite, and ability to learn new software and systems.
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Behave as a professional representative of CMC and communicate the mission and activities.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

Responsibilities:

Development

- Carry out key projects within the annual Development & Communications plan, in collaboration with Director of Development & Communications
- Cultivate relationships with foundations, corporate sponsors, and other grant funders.
- Develop & conduct annual sponsorship appeals.
- Conduct other donor stewardship projects as outlined in development plan to cultivate donors in groups which could include: new donors, board & committee members, United Way donor option donors, Mission Society, monthly donors, etc.
- Join Director of Development & Communications on donor visits when relevant
- Create appeal mailings twice annually.
- Assist with development of annual report and newsletters.
- Work with clerical/administrative volunteers to accomplish responsibilities when relevant.

Grants

- Convene the Grants Team at least bi-weekly to coordinate grant efforts with overall grants budget and funding priorities as outlined by Director of Development & Communications. Assign grants and reports to team and serve as the first point of contact on strategy for Grants Team, coordinating with Service Directors, Executive Director, and Director of Development & Communications where needed.
- Convene Grants Team and Service Directors regularly to establish funding needs, priority for projects & program activities and to identify program objectives
- Oversee collection of quarterly data on program outcomes from service directors & distribute to grants team.
- Collaborate with Executive Director, Service Directors and others key staff to ensure an understanding of grant objectives, staff resources, data, activities and work products expected from grantor.
- Research potential grant opportunities to determine appropriate match and reasonableness of success
- Write and/or edit grant proposal narratives and coordinate the completion of grant budget and when appropriate, prepare a draft budget for review.
- Ensure all grant proposals have been reviewed and edited by a grants team member, program staff and/or assigned resource development committee member.
- Submit complete, accurate, professionally prepared grant requests by deadlines established by the grantor, and when no deadline exists, by the date determined by the grants team.
- Use tracked data in preparing monthly grants report for presentation to grants team, resource development committee, finance committee and board of directors.
- For declined grants, request information from grantor as to the reason for denial and opportunities for future application.
- Ensure the submission of interim and final reporting of all grants using accurate data and information from appropriate staff.

Events (fundraising, awareness, and appreciation)

- Develop plan & purpose for each event with Director of Development & Communications.
- Schedule & direct event committee meetings, collaborate with Volunteer & Outreach Coordinator to schedule and manage volunteers for event.
- Manage event logistics (layout prep, set-up, and volunteer roles) & facility reservations.
- Maintain data for events - record & track registration, enter contact info of attendees, help with preparation of invitation/communication lists.

- Coordinate with Communications Projects Coordinator in developing promotional materials, online communication, online giving/registration pages, and invitations.
- Make phone calls to request event donations, record & track requests.

General Agency Duties

- Be able to explain CMC program information to students, clients, residents, volunteers and others in the community.
- Present a positive image of the Center and its programs.
- Provide direction, guidance and support to volunteers and interns as relevant to role, foster relationships with, and show appreciation for volunteers with whom you are in direct contact.
- Contribute to the CMC newsletter, board/committee reports and other public information activities as needed.
- Assist with CMC fundraising efforts and serve on event committees as needed.
- Maintain clean and organized facilities including the storage and archives.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as requested/assigned.

Physical Work Requirements

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/or moves up to 40 lbs.
- 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.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

Name _____ Date _____

Date Established: May 2021
Reviewed/Updated: January 2022