



## Community Resource Development Manager

**Description:** *POSITION OBJECTIVE*

The Community Resource Director is responsible for developing community relationships and generating advocacy within the local area while creating a diverse grant portfolio for the Early Learning Coalition of Okaloosa & Walton Counties.

**Duties:** *ESSENTIAL FUNCTIONS*

- Identify, define and acquire philanthropic funding resources available to the organization;
- Develop and implement a cost-effective fund development program involving individuals, businesses, private foundations and government agencies that focus on raising funds from diverse sources;
- Developing, implementing and monitoring progress toward short- and long-term strategies and goals for the development program;
- Responsible for the development and implementation of specific campaigns for tax-credits, planned giving, charitable trusts, endowments, and development projects;
- Responsible to maintain efforts to identify, cultivate, recruit, and organize partnerships and volunteers;
- Work with organization staff to update marketing, messaging and communications, including setting and monitoring adherence to branding guidelines and creating mass communication pieces;
- Serve as a public representative of the organization, including cultivating relationships with community members, including prospective volunteers and supporters to build awareness of and commitment to ELC-OW's mission;
- Assists in the development and preservation of partnerships with community resources;
- Develop strategies and work with staff members to coordinate all community outreach activities of the organization in keeping with organization goals and budgets;
- Maintain a close working relationship with the Executive Director, Board of Directors, and committees as it pertains to marketing, funding, and events for the organization;
- Develops program marketing materials for distribution;
- Participates as a member of the Sr. Management Team;
- Responsible for effectively and efficiently completing activities and meeting target deadlines to execute successful events;
- Completes PAR forms, monthly;
- Produces and reviews standard and requested reports;
- Researches, pulls, and reviews documentation related to department activities;
- Assists in development and implementation of goals, policies, priorities and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCA's);
- Reviews and updates policies and procedures, as directed;
- Maintains and updates position manuals, as directed;
- Provides audit support;
- Participates in ELC-OW conducted trainings and activities, as assigned.

This list of essential functions is not intended to be inclusive. The ELC-OW reserves the right to revise this job description as needed.

**Qualifications:** *MINIMUM QUALIFICATIONS*

*REQUIRED:*

- Bachelor's degree in Communications or Related field;
- Three (3) or more years of Grant writing or administrative experience in non-profit setting, and,

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- Proficiency in Microsoft Office Suite; and Adobe Creative Suite

### *PREFERRED:*

- Master's degree in Communications or closely related field;
- Five (5) or more years of Grant writing or administrative experience in non-profit setting, and,
- Intermediate or Advanced Microsoft Office and Adobe Creative Suite.

### *KNOWLEDGE, SKILLS AND ABILITIES:*

- Strong customer service orientation, with extensive experience in effectively addressing and resolving issues with constituents;
- Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals, proactively address issues as they arise and mitigate risks associated to events;
- Outcome driven; strong project management ability;
- Remains composed under stress, handles responses to criticism tactfully and delivers on organizational commitments;
- Strong interpersonal skills and ability to translate others' input into narratives.
- Highly detail-oriented with excellent organizational and time management skills.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels;
- Being resilient - Rebounds from setbacks and adversity when facing difficult situations.
- Builds networks - Effectively builds formal and informal relationship networks inside and outside the organization;
- Customer focus - Builds strong customer relationships and delivering customer-centric solutions.
- Drives engagement - Creates a climate where people are motivated to do their best to help the organization achieve its objectives;
- Ability to recruit, train and motivate community-based volunteers;
- Ability to follow oral and written instructions;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical solutions;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Demonstrates effective time management skills;
- Ability to work with minimal or no supervision;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

- Other Requirements:**
- Maintains confidentiality with highly sensitive information;
  - Attends work related staff meetings and workshops as directed;
  - Participates in ELC-OW collaborative efforts as needed;
  - Follows the ELC-OW policy and procedure on reporting abuse and/or neglect;
  - Promotes and follows safety policies in the workplace;
  - Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
  - Must maintain Level II Background Screening;
  - May be subject to drug tests;
  - Maintains a professional, well-groomed appearance;
  - Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;

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- Explores opportunities to add value to job accomplishments, and;
- Contributes to team effort by accomplishing other various duties as assigned.

**Physical Demands:**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
- Must be able to lift and/or move up to 20 lbs; and,
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.

**Work Environment:**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- May be exposed to outside weather conditions;
- Temperature in the buildings may fluctuate;
- Children are present during normal operating hours; and,
- May require overnight travel.

<b>Location(s):</b>	<input type="checkbox"/> Shalimar <input type="checkbox"/> Crestview	<b>Department:</b>	Administration
<b>Employment Type:</b>	Full Time	<b>Exempt/Non-Exempt:</b>	Exempt
<b>Effective Date:</b>	2/26/2018	<b>Reports To:</b>	Executive Director

Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed