

York County Community Action Corp.

Resource Development Manager

Job Description

REPORTS TO: Chief Program Officer

STATUS: Exempt/Full Time

PAY GRADE: 8

EMPLOYMENT PERIOD: 52 weeks/year; 40 hours/week

PURPOSE: To oversee and implement a thoughtful, comprehensive development program that supports YCCAC's continued fiscal health, relevance and effectiveness in alignment with the organization's vision and strategic goals. Support YCCAC's mission and strategies by researching community needs and providing data to senior leaders and Department Directors.

RESPONSIBILITIES:

1. Under the direction of the Chief Program Officer and with input from the Program Directors, actively seek relevant federal, state and foundation grant opportunities.
2. Research, draft, and submit applications in response to relevant opportunities.
3. Submit grant renewal proposals for priority program areas.
4. Support Nasson in meeting HRSA grant reporting and other funding requirements.
5. Manage annual town/city appropriation requests: submit materials and deliver presentations to town/city budget committees; attend budget meeting/annual town meetings; submit written report of budget committee meetings to Chief Program Officer, and keep Chief Program Officer apprised of any changes that might affect funding requests.
6. Develop, manage, track, assess, grow, and execute a year-round schedule of annual fund and special appeal campaigns; create solicitation strategies and mailings, develop target lists, process gifts, manage donor database, acknowledge gifts, and set and meet fundraising goals.
7. Take an active role in the organization's annual community assessment process. Consult with Department Directors to ensure each program's needs and requirements are fulfilled within the final assessment document. Serve as liaison to the Board's Program & Quality Assurance and Improvement Committee.
8. Create and maintain a repository of data relevant to YCCAC's work that is current and readily accessible to senior staff.
9. Work integrally with the Chief Program Officer and other senior staff to promote and support the Agency's annual and ongoing strategic planning efforts, including aspects of Board training, data/survey compilation, visioning, and developing the final strategic planning document(s).
10. Keep up-to-date on current practices in healthcare, children's services, social work and other fields related to Agency programs. Actively participate in (opportunities) throughout the Agency to deepen and maintain working knowledge of corporate compliance, program standards and best practices, as well as and environmental and department-level changes.
11. Perform other duties as assigned, or as necessary to fulfill the position.

Qualifications:

1. Bachelor's Degree or equivalent work experience.
2. Minimum of six years successful experience with grant writing.

3. Previous experience with non-profit fundraising and familiarity with research techniques for fundraising prospect research and information sources.
4. Strong research skills and familiarity with accessing and interpreting qualitative and quantitative data.
5. Able to work well in a team environment, handle multiple assignments and meet deadlines.
6. Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals; strong editing skills.
7. Strong understanding of organization programs, services, clients and policies/procedures.
8. Understanding of trends and emergent needs within the organization and community.
9. Commitment to the organizational mission and vision as the basis upon which new strategic programming and other initiatives are developed.
10. Must not have an active record on the System for Award Management (SAM) website.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	12 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Resource Development Manager** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____