



JOB TITLE: Resource Development Director

REPORTS TO: President/CEO

JOB PURPOSE:

Has the primary responsibility for the resource development (money, people, goods and services) efforts of the SCCB. Assists the President/CEO in the effective and efficient operation and management of the SCCB in meeting the needs of its constituents in a fiscally responsible manner. Also assists in the implementation of the mission and strategic plan of the SCCB as established by the Board of Directors.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Provides the overall leadership and direction for the SCCB resource development efforts of the SCCB. This includes fund raising efforts solely for the benefit of the SCCB. Liaison and coordination with others who are raising funds on the behalf of the SCCB, corporate, foundation donors, and liaison with key community charity groups who provide funding support to the SCCB.
2. Manage the existing donor software program to raise funds solely for the benefit of the SCCB. This would include both "gift giving endowments" efforts and supporting "signature" events(s) hosted by the SCCB.
3. Aggressively seek new relationships with groups who will work to raise funds on behalf of the SCCB. Maintain a quality working relationship with those who are or have raised funds on the behalf of the SCCB.
4. Aggressively seek new relationships with business and foundations that represents potential funding sources. Maintain a quality working relationship with current and past donors.
5. Produce communications such as newsletters, constant contacts email messages, and manage all social media platforms.
6. In conjunction with the President/CEO, maintain an effective relationship and liaison with community charity groups who provide funding for the SCCB.
7. In coordination with the Operation Manager, develop, implement, and manage a volunteer resource program that aggressively seeks to increase the number of volunteers working at the SCCB and the level of participation upon the behalf of the SCCB by various church, community service and business groups. Maintain a quality relationship with those groups who are or have been of volunteer assistance to the SCCB.
8. Develop, implement, and manage a "good and services" resource program that aggressively seeks to increase the donation of goods (particularly food) and services to the benefit of the SCCB and its constituents. Maintain a quality relationship with those groups who are or have been of assistance in the donation of goods and services to the SCCB.



9. Responsible for the effective and efficient management of the budget(s) assigned to various resource development efforts. Works within the approved budget constraints as dictated by the overall budget of the SCCB and the President/CEO

10. Work collaboratively with the staff and the Board of Directors in the development and implementation of the various resource development efforts.

11. Maintain an effective and quality working relationship with the Executive Committee and the overall Board of Directors. Attend monthly Board of Directors' meetings and make reports as needed on progress and activities as appropriate. Works with, and attends, the appropriate Board committees that impact the areas of responsibilities.

12. Provides input into the development of the SCCB long range goals and plans and assists the Board in the development and implementation of those plans.

13. Maintains a good understanding of the community demographics, constituents needs and trends, and governmental and community developments as they pertain to the operation and functioning of the SCCB.

14. Performs those duties and tasks that are necessary to "get the job done" as and when needed.