



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 Sharing Center of Central Brevard.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist the President/CEO in the effective and efficient operation and management of the Sharing Center in meeting the needs of its constituents. To assist in the implementation of the mission and strategic plan of the Sharing Center as established by the Board of Directors.
2. Maintain and to build new relationships with donors, grant makers, and community partnerships.
3. Emphasize on fundraising by utilizing direct mail, special events, canvassing, and solicitation.
4. Experience with grantee organization communication and the ability to write and respond to grant RFP's.
5. Previous work experience with donor software programs is a necessity.
6. Produce communications such as newsletters, constant contacts email messages, and manage all social media platforms.

Sharing Center

of Central Brevard

