**Refugee Support Services**

**Job Description**

**Job Title:** Resource DevelopmentDirector

**Reports To:** Executive Director

**Effective Date:** January/February 2018

Part time (15-20 hours a week)

**Position Summary:**

* Works with the Executive Director and the Board of Directors in developing and implementing the annual fundraising plan for the organization including donor solicitation and cultivation, grant management, event management, annual giving, online giving and donor database management.
* Provides leadership on all fundraising activities including major gifts, sponsorships, special events (or you could contract special events out), donor solicitation and cultivation, grant management, annual giving, donor database management and eventually planned giving.
* Manage and organize all fundraising activities of the organization with a focus on developing new relationships while continually nurturing existing ones.
* This position also has responsibility for developing and implementing the organizations marketing and communications plan with the Communications Committee.

**Essential Duties and Responsibilities** include the following:

**Resource Development (90%):**

* Develop/enhance and implement a comprehensive annual resource development plan with appropriate strategies for donors and prospects in each constituent group.
* Develop/enhance monthly reporting to accurately measure progress toward achievement of goals.
* Work with Executive Director in creating and implementing new strategies for donor development and cultivation, leading to a more sustainable and diverse funding base.
* Work with Executive Director and Board of Directors in enhancing the Major Donor program specifically.
* Manage/oversee and promote all RSS events. Solicit sponsors as required.
* Ensure appropriate stewardship of existing and new donors.
* Ensure grant requests are prepared and submitted in a timely fashion as noted in the Grant Calendar as well as research new grant opportunities.
* Ensure the donor database is kept current and accurate and encourage addition of new prospect names through board member contacts and other means.

**Communications, Marketing, Public Relations (10%):**

* Create and/or supervise the development of an annual communications and marketing plan which will include all organization related communication approaches.
* Create and/or supervise the production of communication and marketing materials. These would include, but are not limited to: brochures, invitations, programs, newsletters, press releases and email communications.
* Oversee all website and social media updates and communications.

**NOTE:** Communications and Marketing work may require management of Communications committee and/or external contract resources.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

* Experience and proven skills in managing the resource development function for a non-profit environment
* Goal driven, results oriented and committed to the organization’s mission
* Strong leadership, management, interpersonal and motivational skills
* Strong written and verbal communications skills
* Ability to work with minimal supervision – self-motivated and confident
* Ability to function well as part of the management team

**Qualifications:**

* Bachelor’s degree and three to five year’s of progressively responsible and successful experience in fundraising or equivalent required.
* Must have an understanding of the mission, vision and values of Refugee Support Services and be able to communicate this information to diverse groups of potential donors and volunteers.
* Must have the ability to develop and implement strategies that will lead to achievement of fundraising goals.
* Must have the ability to work with and consummate gifts with major donors.
* Strong donor database management skills required – experience with use of Salesforce preferred.
* Proficiency in use of Microsoft Office software required.
* Familiarity and understanding of Mecklenburg County community and fundraising environment is desired.
* Experience in or understanding of refugee and Charlotte, NC fundraising environment is a plus.