Position Description

**POSITION TITLE:** Resource Development Manager

**PAY RANGE/GRADE:** Commensurate with experience/ Grade 7

**ESSENTIAL FUNCTIONS:** The Resource Development Manager plans, directs and carries-out the overall fundraising efforts for the organization, including foundation and corporation giving and individual donor program efforts, as well as assists in program planning and communication strategies of the organization, working closely with the General Counsel and Chief Executive Officer. In all instances the Resource Development Manager must perform in accordance with and be committed to the Bickerdike mission.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, lift and or move up to 10 pounds.

**RESPONSIBILITIES:**

1. Perform all aspects of resource development including, but not limited to: writing and submitting proposals and reports to existing and new funders, following-up on pending proposals, coordinating funder site visits, actively implementing individual donor and small and local business giving programs, and managing relationships as required.

2. Coordinate and carry out Bickerdike’s foundation and corporation giving program, including, but not limited to, grant writing, report preparation, funder site visits, donation acknowledgement and funder relations. Prepare, coordinate and oversee all internal and external grant-related reports and compliance materials, as well as fundraising reporting to the Chief Executive Officer and Bickerdike’s Board of Directors.

3. Coordinate and carry out Bickerdike’s individual donor giving program, including, donor solicitation, acknowledgement, recognition, and donor stewardship. Implement new and creative strategies for solicitation and cultivation of individual donors, major gifts, planned giving, and bequests.

4. Coordinate, oversee and carry out Bickerdike’s small and local business donor program, including identifying potential prospects, appeal letter preparation, tracking, acknowledgement and donor recognition, such as in conjunction with the Annual Membership Meeting. In addition, act as a resource, support and manage fundraising related efforts by other departments in the organization.

5. Manage and oversee fundraising special events, such as a Gala or other organizational fundraising events.

6. Maintain a comprehensive annual resource development plan and ensure targets are met in accordance with the organization’s fundraising budget goals as set in conjunction with the Chief Executive Officer and Accounting Director.
7. Monitor work in all areas of the organization for inclusion in solicitations, reports, prospective funding opportunities, and communications materials. Engage in program development as necessary.

8. Engage in research for new donor prospects, grant and award opportunities, review with applicable staff, and pursue as appropriate.

9. Actively support communications efforts including, writing and developing the organizational newsletter, the annual report, public relations efforts and social media outreach in coordination with the Communications Manager and the Chief Executive Officer, as appropriate.

10. Staff and provide support to the Stewardship committee of the Board of Directors, including, materials preparation, food and logistics, minute taking, and meeting follow up, as necessary.

11. Oversee, maintain and ensure paper and electronic record keeping and document archive systems related to Bickerdike’s resource development and stewardship efforts, including maintaining an electronic donor management system.

12. Keep abreast of current and cutting edge resource development information and approaches and the philanthropic community. Maintain membership and engagement with appropriate philanthropic networking organizations and publications, such as Forefront and the Chronical of Philanthropy.

13. Act as a member of the general administrative team to ensure the overall effective operation of general administration and plan, coordinate, and carry out the Annual Staff, Board and Leader Retreat as well as the Annual Membership Meeting along with the Chief Executive Officer, General Counsel, Human Resource Manager, Technology Manager, Communications Manager and the Executive Assistant.

14. Perform other relevant duties as assigned.

**QUALIFICATIONS:** Minimum of a Bachelor’s degree with at least three years of relevant experience. Excellent communication, writing, organizational, and computer skills (e.g., Word, Excel, and Outlook) a must. Experience with donor data management software preferred. Must be willing to work flexible hours including some evenings and weekends. West Town, Humboldt Park, Logan Square, Hermosa, and Avondale residents preferred.

**REPORTING RELATIONS:** The Resource Development Manager reports to the General Counsel and is expected to work with minimal supervision and to make key decisions in consultation with the General Counsel and Chief Executive Officer.

**POSITION CLASSIFICATION:** Exempt

Email cover letter and resume to jobs@bickerdike.org.

**Bickerdike is an Equal Opportunity Employer**

**Drug Free Workplace**

01/19