

TITLE: Resource Development Director

PROFILE SOURCE: Executive Management Professional

REPORTS TO: Chief Executive Officer

✓ Exempt Non-Exempt

PRIMARY FUNCTION:

The Resource Development Director (RD) plays a critical role on the leadership team at the Vacaville Neighborhood Boys & Girls Club (VNBGC). The RD will oversee the management of the donor database (Donor Perfect), support all current fundraising and donor initiatives, and ensure accurate and timely acknowledgement of all gifts. The manager will also be responsible for executing event logistics for five events (Raise Your Glass, Bowl A Thon, Golf Tournament, Annual Breakfast, Chocolate Gala). Generate revenue for programs and general operating expenses through new grant funding. Develop and maintain relationships with grant partners. Monitor grant timelines and manage award process from proposal to close. Driving deeper engagement, a culture of philanthropy, and higher financial support are the focus of the work. Working collaboratively with the CEO, the RD will be the springboard for resource development.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1. Manage and oversee all data activities inside Donor Perfect. Generate requested data, mailing lists, reports, and analysis in appropriate formats that may require use of complex queries and/or data export and manipulation.
- 2. Handle all functions of gift entry including donor acknowledgements, sponsor invoicing, digital record keeping, etc. Ensure donors receive proper and timely recognition for gifts.
- 3. Develop new corporate relation sponsors.
- 4. Establish planned giving program
- 5. Establish an annual appeal plan and work collaboratively with CEO to execute the plan; oversee logistics of direct mail campaigns to include print, mail, postage, etc.
- Lead a strategy to engage donors, creating meaningful, lasting relationships with VNBGC.
- 7. Monitor, support, and encourage RD board committee, as assigned.
- 8. Work collaboratively with program staff to maintain substantial knowledge of current VNBGC impact and be able to translate that knowledge into meaningful donor messaging.

- 9. Execute event logistics and details (i.e. vendor procurement and relations, set-up, documents and presentation creation, sponsor benefit fulfillment, volunteer recruitment, committee meetings, etc.)
- 10. Solicit support (monetary, in-kind, and pro-bono). Expected net revenue goal beyond the annual net revenue for the first year is 30K, year 2 is 60K and year 3 is 120K
- 11. Conduct full range of activities required to prepare, submit and manage grant proposals to federal, state, local and private foundation funding sources.
- 12. Maintain calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- 13. Communications/Marketing/Social Media support
- 14. Other duties as assigned

KNOWLEDGE & SKILL REQUIRED:

- 1. Commitment to VNBGC's mission and values
- 2. Bachelor's degree and two plus years' experience in nonprofit development or similar role
- 3. Self-motivated and independently driven
- 4. Demonstrated organizational skills and superb communication (verbal and written); ability to articulate the vision, values, and mission of the VNBGC
- 5. A keen eye for detail and ability to create compelling, impactful communication pieces
- Ability to establish and monitor timelines and resources needed to achieve goals/projects
- 7. A team-player and can be a strong team leader, providing clear direction and motivation to others through communication, modeling appropriate behavior, optimism, and high achievement
- 8. Flexibility, good sense of humor, and outgoing/engaging personality
- 9. Ability to listen carefully to and understand others' needs and proactively respond in a consistent, timely manner
- 10. Solutions-oriented and willingness to think-outside-the-box
- 11. Ability to exercise discretion in dealing with confidential and personal information
- 12. Comfortable with a fast-paced schedule and able to work a flexible schedule (some evenings, weekends, holidays, frequent off-site meetings, and/or overnight travel may be required)

- 13. Ability to manage stress levels while under strict deadlines by preparing for opportunities and managing against problems in advance; ability to remain flexible during busy seasons/changes
- 14. Ability to problem solve with a "grace under fire" mentality
- 15. Proficiency with computers and a variety of software packages (Microsoft, Adobe, Canva, social media platforms, etc.)
- 16. May be required to drive Club van.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT/SCHEDULE:

- 1. Must be able to lift 10lbs or more.
- 2. Must be able to be on your feet for more than 4 hours at events.
- 3. Typical Monday to Friday schedule with occasional weekends.
- 4. General day shift, business hours with occasional evenings.
- 5. Work may be in multiple locations (events and meetings)

THIS JOB IS IDEAL FOR SOMEONE WHO IS:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment

This job is a job for which all ages, including older job seekers, are encouraged to apply

Schedule:

COMPENSATION & BENEFITS

Starting at 70k+ annually - benefits package available after 90 days

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan

- Paid time off
- Flexible schedule
- Professional development assistance/training



DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please submit your resume, cover letter, and writing sample to:

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