

<b>Job Title:</b>	Resource Development Manager	<b>Job Category:</b>	Non-exempt
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>	Richmond, TX	<b>Travel Required:</b>	40%
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full-Time; nonexempt
<b>HR Contact:</b>	Angie Wright	<b>Date posted:</b>	<a href="#">Click here to enter a date.</a>
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	<a href="#">Click here to enter a date.</a>
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			

**Job Description**

The Resource Development Manager will manage fundraising activities including donor identification and management, annual and special events and campaigns to achieve targeted outcome and revenue goals. The Resource Development Manager is responsible for developing annual workplace campaigns, individual donor campaigns and engagement for the public and private sectors. The Resource Development Manager is required to provide recognition and appreciation for donors and volunteers and must also maintain quality relationships with volunteers and train them to support the annual campaigns.

**Essential functions:**

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for FBWC.
- Prospect/donor research: Research on individuals, corporations, and organizations through giving records, online resources, and through outside sources. Identify and research potential new prospects or donors targeted for upgrade and/or renewal.
- Identify and pursue new sources of corporate and individual funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board, or volunteers, as appropriate.
- Meet and greet corporate groups volunteering at FBWC and ThriftWise locations to build relationships with corporate leaders.
- Utilize the customer database system (CRM) to create targeted pipelines for stakeholder engagement and built-in outreach features, such as email, digital media to expedite your sales ability to engage many leads and convert them into donors and volunteers.
- Provide group presentations as needed to share FBWC agency information and guidance for events and campaigns.

**Event, Volunteer and Campaign Management Duties:**

Develop event strategies and concepts, prepare budgets, and provide periodic progress reports for each event project.

- Create and manage the timeline, program, and task list for all FBWC/ThriftWise hosted events.
- Lead the solicitation and securing of sponsorships.
- Create event sponsorship packages.
- Exceed revenue goals.
- Lead all event planning and production meetings and discussions.

- Organize and lead collaboration with the Communications Team on event concept, graphic design/production/printing, and event marketing.
- Negotiate costs and services with vendors; book event space, arrange food and beverage, order all supplies/decorations, coordinate audiovisual equipment & operation, make travel arrangements.
- Recruit volunteers in collaboration with the volunteer department; manage the staff and volunteers working at the event.
- Secure guest speakers and entertainment; review speeches, write scripts,

**Qualifications:**

\*B.A. degree from accredited university.

- 5+ years prior experience coordinating large (100+guests) special events.
- High competency skills working with Microsoft Office, CRM software and digital media are a must for this job.
- Proven history of generating revenue from events and exceeding targets.
- Proficient utilization and integration of social media into event planning and execution.
- Experience in managing VIPs, C-level executives, and celebrities.
- Excellent communication skills (both verbal and written).
- Superior time management, multi-tasking abilities and team leadership skills.
- Advanced budget management and negotiation skills.
- Ability to accomplish projects independently.
- Excellent people skills with an elevated level of professionalism.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_