

Ann Arbor Center for Independent Living Position Description

Position Description: *Resource Development Director*

Scope: This position is responsible for the management and growth of all organization resource development and direct supervision of assigned resource development staff.

Reports To: Executive Director and CEO

Essential Functions:

- Provides supervision and direction for all resource development staff and volunteers.
- Implements Resource Development work plan to meet organization's established Fiscal Year goal.
- Researches and evaluates grant opportunities.
- Is responsible for all grant writing, including grants to private foundations, community foundations, United Way, and State and Federal applications.
- Is responsible for grant reporting, as appropriate.
- Coordinates Resource Development committees, including Annual Campaign.
- Oversees major gift and planned giving programs.
- Responsible for marketing/pr of all resource development activities/events and all agency events.
- Develops and maintains in-kind donations to the organization.
- Leads all event planning for the organization including Annual Gala.
- Attends appropriate community commission, council and committee meetings as point of contact for organization related to grant opportunities and/or resource development.
- Maintains/cultivates donor and member relations throughout the year.
- Researches, implements, and maintains and/or supervises maintenance of fundraising and donor management systems.
- Develops yearly resource development goals and budget with Executive Director/CEO and Board of Directors or Committee of the Board.
- Serves as a member of appropriate community organizations as representative of organization
- Manages endowments held at Ann Arbor Area Community Foundation.
- Presents monthly resource development report to Executive Committee and Board of Directors.
- Attends all Board of Director meetings.
- Attends Executive Committee and other Board Committee meetings as assigned.
- Executes all other duties as assigned by Executive Director/CEO.

Behavioral Requirements:

- Model integrity, personal and professional ethics and maintain confidential consumer information.
- Demonstrate resourcefulness, initiative and follow through as required for the effective delivery of CIL services.
- Model teamwork by effectively working in a collaborative manner through strong individual contribution, commitment and mentorship of others.
- Maintain a positive working relationship with consumers, co-workers, referral sources and others to encourage positive referral relationships.
- Enhance the image of the CIL in person, by telephone and in written communication.

Qualifications:

- Has earned a bachelor's degree in marketing, public relations, communications, or related field. A master's degree in non-profit organizational fund development is preferred
- Is experienced in management and growth of fund development programs
- Is skilled in grant writing
- Is skilled in marketing and public relations
- Is skilled in event planning
- Is skilled in budget creation and implementation
- Demonstrates excellent oral and written communication skills
- Possesses positive interpersonal relationship skills
- Possesses strong management skills
- Demonstrates an understanding and commitment to the Independent Living philosophy
- Is experienced with Microsoft Office software and database software applications
- Demonstrates an ability to work effectively with the Board of Directors, persons with disabilities, the general public and other professionals
- Is able and willing to travel throughout the three county catchment area

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, the CIL reserves the right to modify, add or remove duties and to assign other duties as necessary.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.