



POSITION DESCRIPTION

POSITION TITLE: Director of Resource Development
OPERATING UNIT: Resource Development
REPORTS TO: Chief Resource Officer
CLASSIFICATION: Full Time/Non-Exempt

POSITION SUMMARY

The Director of Resource Development is responsible for researching, writing, submitting, and overseeing all proposals for funding and/or resources that support the organization's mission. This position leads strategy for grants, including prospecting, relationship building and ongoing stewardship of funders in conjunction with the Chief Resource Officer. The Director of Resource Development is responsible for developing and implementing key fundraising initiatives to grow the GSWESTOK's donor base outside of special events; this may include annual and major gift campaigns, corporate sponsorships and more. This position serves on the leadership team and supervises the Data and Analytics Manager and Resource Development Specialist.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directs all grants administration for the council, including identifying new opportunities for funding, writing all proposals, and overseeing the grant cycle from start to finish, including preparing and submitting all required reporting.
- Responsible for seeking and securing state and federal funding opportunities.
- Works closely with Girl Scouts staff and volunteers to identify organizational funding needs, priorities, and opportunities.
- Works closely with the Chief Resource Officer to manage foundation and corporate partnerships.
- Carries a donor portfolio of current and prospective major donors.
- Responsible for securing major gifts (\$5,000 +) in collaboration with the CRO.
- Manages multiple United Way applications, reporting and annual allocation presentations outside of Oklahoma County. Works closely with the relevant paid and volunteer staff to provide proper stewardship of United Way partnerships throughout the year.
- Responsible for developing and implementing new and engaging campaign strategy to meet funding goals.
- Works with CRO and CEO to cultivate local relationships with civic and private organizations including Rotary Clubs, Chamber Commerce, companies, and more.
- Conducts speaking engagements to educate key groups about Girl Scouts.
- Works with Chief Resource Officer on donor moves management process, including improvements to the donor cultivation.
- Works with the Special Events Manager to grow special event sponsorship and event attendance.

- Works collaboratively with volunteer staff and oversees the work of volunteer staff as needed.
- Responsible for developing and maintaining written standard operating procedures (cookbooks) for assigned position and duties.
- Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Other duties as assigned.

REQUIRED COMPETENCIES/SKILLS:

Communications: Exhibits good listening and comprehension; Expresses ideas and thoughts in written form; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.

Job Knowledge:

Competent in required job skills and knowledge; Displays understanding of how job relates to others; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Uses resources effectively.

Customer Service: Responds promptly to customer needs. Displays courtesy and sensitivity. Is friendly and helpful. Manages difficult or emotional customer situations. Meets commitments. Solicits customer feedback to improve service.

Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Planning and Organization: Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.

SUPERVISORY DUTIES

- Supervises the Data and Analytics Manager and Resource Development Specialist

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree or equivalent experience plus minimum of 5 years in fundraising with a proven track record
- Experience managing multiple funding projects to meet budget goals
- Management experience a plus
- Experience working with volunteers
- Bilingual a plus

ADDITIONAL JOB REQUIREMENTS

- Clearance of background check and drug screen.
- Must carry 100/300/100 liability insurance.

REQUIRED SKILLS & ABILITIES

- Ability to handle confidential and sensitive information.
- Excellent listening, verbal and written communication skills.
- Commitment to customer service.
- Strong competency in all Microsoft Office Suite programs.
- Strong comfort discussing and asking for money.
- Technologically savvy in handling administrative practices.
- Professional phone etiquette.

- Critical thinker, resourceful and proactive.
- Knowledge of Sales Force and Donor Perfect or compatible donor management software preferred.
- Detail Oriented.
- Ability to work in a fast-paced environment.
- Computer literate with word processing and excel skills (i.e. Microsoft Office systems); ability to navigate and use Salesforce and Donor Perfect databases or similar software.

SELECTIVE ABILITIES & PHYSICAL DEMANDS: *The incumbent must be able to perform the following qualifications in order to be offered and/or maintain employment in this position.*

- Level 2 – Light Work (use of light force to lift, carry, push, pull or move objects), Limited exposure to adverse environment conditions, work occasional weekends and evenings/nights.
- This position requires the ability remain stationary and to use computer monitor, keyboard and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers and parents in need. Exposure to bright lights, noise, odors and scents are common due to the open office environment.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Signature

Date



