



Updated - bfitzgerald
2 June 2020

Resource Development Associate

1 STATUS

Non-exempt, 12 months, full time

2 DESCRIPTION

Under the direct leadership of The Senior Director of Resource Development, The Resource Development Associate's primary responsibility is to assist in raising money for Connections to Success. (CTS) This person will provide many behind the scenes administrative tasks, essential to support the success of the Resource Development budgeted goals. In addition, the right person must be proficient in researching and writing grant proposals to foundations and corporations and will assist with federal grant writing. Other duties will include tracking and submitting timely grant and program reports, assistance with fundraising events, and other duties related to resource development.

3 JOB RESPONSIBILITIES

- Research and submit grant opportunities for potential funding
- Submit LOI's and full grant proposals
- Track and submit timely reports to grantors
- Provides event management and support, including but not limited to preparation, set-up, break down, proficiency with POS Square applications, tracking of events with final sales, and doing on-site visits. Will act as the lead on smaller events, such as monthly Power Lunches. Will provide support for larger events, such as Tribute and Third-party events.
- Assists with and prepares on-site event materials: name tags, promotional marketing hard copy and digital, registration lists, seating arrangements, event signage, audiovisual, food and beverage arrangements.
- Collaboration with Senior Director of Resource Development regarding all events, grant opportunities, and speaking engagements.
- Effectively able to gather all necessary information to ensure we meet and/or exceed event expectations.
- Manages existing and cultivates new volunteers, for the purpose of sourcing volunteers for the Dress for Success program. Includes capturing volunteer information for easy access.



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- Become familiar with Donor Perfect Database and assist with donor/donation tracking and acknowledgments

4 KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

- Resource Development Associate should know the mission and vision of CtS as it relates directly to the CTS Development Plan.
- A pre-set number of Professional Development hours will be required throughout each year to ensure the use of most current and best practices in Philanthropy.
- Proficiency in the knowledge of providing content to the Marketing Director for posting all Connections to Success events via social media (Facebook, Twitter, and Instagram)
- Work experience and proficient knowledge in data reports for tracking, reporting, and skilled with Microsoft Office suite.
- Excellent communication and written skills
- Self starter and takes initiative
- Has a passion for the mission of CtS
- Customer Service and Client Focused
- Organizational skills and exceptional attention to detail
- Results Driven
- Time Management and Ability to Multi-Task Priorities
- Team oriented
- Fits in the CTS culture
- Capacity to interact and correspond effectively with diverse populations
- Bachelor's Degree and/or proven success and experience with grants and special events
- Valid Driver's License
- The ability to work a flexible schedule is required. The position is for 40 hours per week and occasionally requires availability for evening and weekend events.