



Coachella Valley Housing Coalition

45-701 Monroe Street, Suite G, Indio, CA 92201 • TEL: (760) 347-3157 FAX: (760) 342-6466 • www.cvhc.org

JOB DESCRIPTION RESOURCE DEVELOPMENT MANAGER

Position Title: Resource Development Manager
Department: Community Relations
FLSA Status: Exempt
Employment Term: Full-Time, Mon.-Fri., 8:30 a.m. - 5:00 p.m.
Location: Indio, CA
Supervises: 1-2 Subordinate Staff
Salary Range: **Commensurate with education and experience**

POSITION SUMMARY

The Resource Development Manager position is under the direction and supervision of the Director of Community Relations. The Resource Development Manager is responsible for developing, planning and implementing resource development strategies for the Coachella Valley Housing Coalition that include, but are not limited to: the cultivation and identification of donors; fundraising efforts through grants, major gifts, special events, donations, communications, and marketing; oversees the recruitment and coordination of the organization's Volunteer Program which leads to relationship building, capacity building and volunteer engagement. This position also works closely with other members of the organization and Executive Staff in coordinating program activities and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Develops award narratives, grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency.
- B. Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, evaluations, reports, etc.) for the purpose of complying with all programs and funding guidelines of awarding organizations. Works with Accounting Department to gather financial information necessary to report to funders.
- C. This position is also responsible for grant funding procurement of unrestricted operating revenue and restricted projects; application, proposal, budget development, provide pre- and post-award management for all grants including the submission of grant reports for funded projects with public agencies, private foundations, corporations and other funding resources for affordable housing and resident services programs; leads in the grant process to secure funding that will sustain or expand program and administrative needs; helps forge formalized agency partnerships and collaborations.
- D. Performs research and evaluates degree of match between listed grant priority areas and the needs of the organization for the purpose of matching needs with funding sources. Cultivates and solicits prospective corporate, foundation and government donors.

- E. Develops and maintains organizational data, outcome measures and tracks statistics relevant to affordable housing and Resident Services programs in collaboration with program staff.
- F. Responsible for authoring and disseminating the organizational quarterly newsletter using the In Constant Contact platform and utilizes GreenVelope for special event management.
- G. Manages the day-to-day activities involved in administering the JFM College Scholarship Fund program and annual awards luncheon, including implementation, processing, and compliance; collaborates with executive staff to enhance, improve and streamline the scholarship application process. Interfaces with students, parents and donors with matters relating to the scholarship program.
- H. Participates in and leads, when appropriate, meetings, workshops and seminars for the purpose of conveying, sharing and/or gathering required information to perform functions; give presentations or public speak on behalf of the organization when appropriate.
- I. Provides content updates for Facebook and the organization website as needed.

QUALIFICATIONS NEEDED FOR THE POSITION

1. Education: Bachelor's degree required.
2. Experience: Five years occupational experience with grant writing and grants administration; progressive experience with conducting fundraising activities, delivering marketing strategies, and mass communications.
3. Must undergo a criminal background check and drug screening.
4. Have a valid Driver's License. Must maintain and submit current proof of auto insurance and have reliable transportation.
5. Ability to speak, read and write in Spanish is desirable.
6. Proficiency with Microsoft Office Suite (Outlook, Excel, Word, Publisher, PowerPoint); competence with mass e-communication software skills a plus (example: Constant Contact, GreenVelope, Facebook, website knowledge).
7. Candidate must be self-motivated, a team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment; possess the ability to work well with constituents across the organization, including: colleagues, clients, staff, volunteers, board members, community partners, funders, and donors.
8. Willingness to work occasional weekends and evenings as needed.

WORK ENVIRONMENT

The employee is subject to normal indoor office conditions; walking up steps; carrying equipment/supplies up to 25 pounds without assistance and more than 25 pounds with assistance. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand; walk; sit; and use hands to finger, handle, or feel, including operation of a standard computer keyboard, and reach with arms and hands; occasionally required to stoop, bend, crouch, crawl, squat, and climb; frequently lift, carry, push or pull up to 30 pounds; required to constantly talk, see and hear. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity / Affirmative Action Employer

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract.

Department Director Executive Director