

## **RESOURCE DEVELOPMENT COORDINATOR – Part-Time**

The Resource Development Coordinator is responsible for supporting a multi-faceted approach to the development and management of funds, goods, services and other resources to support Youthnet's fulfillment of its mission to provide caring and supportive educational and social services to youth and families to help them attain a productive and successful life.

### **•JOB DESCRIPTION:**

- Participates with Agency Management in the development and implementation of annual resource development plan, including capital or other special campaigns.
- Develops community linkages and collaborative relationships for service acquisition, donations and volunteer support for Agency operations and program services.
- Leads and participates in a wide variety of Agency fund raising and promotional events and activities.
- Identifies sources of grant funding to support both program and Agency operations. Completes and submits grant applications independently and in collaboration with Agency personnel.
- Develops and maintains a variety of community public relations and informational activities to promote the agency and programs: newsletters, targeted mailings, website & social media information.
- Develops and maintains systems for tracking resource development activities and outcomes, including volunteer participation.
- Tracks data and prepares documents for reporting to grant funders and similar entities as required.
- Assists with data collection, database management to support agency needs as directed.

### **•MINIMUM QUALIFICATIONS:**

- Bachelor's degree in aligned field
- 2 years relevant experience; experience in non-profit sector preferred
- Effective oral, written communication and mathematical computation skills
- Demonstrated competence in using Google Docs, Microsoft Suite and E-mail
- Ability to relate well with others and work in a team environment

### **•Requires knowledge of:**

- The field of assignments sufficient to perform completely and accurately the full scope of responsibility as illustrated by example in this job description.
- Philanthropy principles and best practices
- Program planning: to design and implement a variety of resource development activities and monitor and evaluate the effectiveness of each.
- Systems for collecting, tracking and reporting information and data
- Effective public communication/relations tools and methods
- Basic knowledge of computer and other relevant technologies and the skill to apply such.

### **•Requires the ability to:**

- Maintain confidentiality of clientele, staff, and agency related matters.

- Work collaboratively in a team approach: able to work as a team member and support team efforts; establish and maintain effective working relationships with co-workers; able to resolve differences constructively
- Manage a multitude of short and long term tasks simultaneously under specific timelines; to be flexible to adjust to Agency needs and priorities
- Develop and maintain organized systems for collecting and tracking data
- Read, interpret, analyze and integrate technical and/or directives into program systems and operations.
- Communicate effectively in both oral and written format including technical and business writing
- To engage in effective public speaking/public relations.
- Consistently represent the agency and programs in a professional, ethical manner and that promotes a positive image of the agency and its programs.

\$18-\$20/hour Part-Time