

MID CENTRAL COMMUNITY ACTION, INC.
JOB DESCRIPTION

Job Title: Director of Resource and Community Development

Position Level: 6, full time, salaried, exempt

Supervision Received: Executive Director

Supervision Exercised: Community Building & Engagement Specialist; Resource Development Specialist; CSBG & Healthy Homes Specialist; CB& E Vista; Applicable Interns & Volunteers

Job Summary:

Primary responsibilities include the research, preparation, implementation and outcome reporting of agency's annual resource development plan which includes: seeking individual and private sector donations through fundraising campaigns utilizing a variety of strategies; implementing revenue-generating events; writing grants to corporations, organizations and foundations.

Other responsibilities include leading agency's Community Building & Engagement Line of Business; assisting with non-revenue generating events; overseeing volunteer engagement to encourage new/continued participation in our mission; serving as a presenter and liaison to encourage engagement in our mission for new donors; assisting with marketing material designs for various audiences.

Duties Performed:

- Supervise multiple staff members and provide orientation, training, and ongoing support to applicable staff including evaluations and professional development plans
- Plan, market and conduct funding opportunities (campaigns, events) to meet annual budget contribution goals
- Collaborate with agency programs to establish and administer priorities for funding and future partnerships
- Responsible for the management and oversight of the agency-wide donor database
- Responsible for planning and implementing fundraising events including but not limited to Purple Purse Campaign, Seeds of Change Gala and Golf Outing
- Seek, research and complete new grant applications to meet annual budget contribution goals and strengthen existing/proposed programs
- Prepare and coordinate agency grant applications that cross multiple programs
- Prepare, coordinate and complete NeighborWorks America grant applications (Two Rounds)
- Oversee the recruitment and effective integration of volunteers for the agency programs
- Oversee all aspects of Community Building and Engagement Program through NeighborWorks
- Write press releases, engage media, and provide presentations as applicable
- Develop and implement a targeted marketing plan, including social media
- Maintain agency website, Facebook, Twitter and LinkedIn pages
- Coordinate agency participation in community outreach events and activities

- Coordinate, design and distribute agency's printed material, including electronic newsletter
- Serve as the MCCA representative for the West Bloomington Housing Collaborative Marketing Committee (WBHC) and the NeighborWorks Midwest Marketing Cohort
- Serve as liaison to the Board of Directors Fundraising Committee
- Provide monthly reporting outcomes, and other reports as needed
- Any other duties assigned and deemed necessary for the effective and efficient operation of the agency

Job Specifications (as applicable)

Physical Requirements: Ability to perform required tasks

Educational: Bachelor's degree in related field required

Preferred prior experience: Demonstrated success in securing various funding; experience with event planning and fundraising; experience with marketing; experience in grant writing for government and private funding sources knowledge in financial management; experience in managing staff; experience working in collaborative settings and on community projects

Specific Skills: Effective written and verbal communication skills; relationship building; ability to multi-task and attend to detail; ability to work independently and in a team environment; sound judgment and problem solving skills; ability to respond effectively in a crisis situation

Other: Commitment to MCCA's mission, vision, culture, goals and objectives

03/19