

BALTIMORE COMMUNITY LENDING

RESOURCE DEVELOPMENT OFFICER

Location: Baltimore, MD
Reports To: Senior Vice President & Chief Operating Officer
Class: Exempt
Status: Fulltime

POSITION SUMMARY:

The position of Resource Development Officer plays a lead role in developing and writing fundraising plans and funding proposals for a Baltimore-based Community Development Financial Institution (CDFI) and develops strategic partnerships to meet its short and long-term fundraising goals in support of its mission. The Resource Development Officer coordinates with staff to effectively manage the acquisition of new donors, and the renewal and development of current funders. The Resource Development Officer is responsible for building and managing fund-relations and report management and works closely with the Marketing and Communications Officer in the creation of marketing and outreach materials to ensure an effective Web and social media presence.

Currently staff report to the office on a hybrid schedule basis.

REPORTING RESPONSIBILITIES/LINES OF AUTHORITY:

The Resource Development Officer reports directly to the Senior Vice President/Chief Operating Officer and collaborates closely with senior managers, staff, board, and committee members in developing and executing comprehensive fundraising and relationship management plans for the organization. This position receives administrative and operating support from two members of the Operations Team.

MAJOR DUTIES AND RESPONSIBILITIES:

Strategy and Planning:

- Develop strategies to encourage new or increased contributions.
- Lead the design, implementation, and on-going refinement of a comprehensive and effective fundraising plan.
- Oversee the implementation of funding strategies in soliciting new funders, renewal, and expansion of current supporters, and manage the donor portfolio.
- Coordinate the involvement of the organization's management team, board, senior and program staff in fundraising activities, as needed.
- Assist in planning and directing special events for fundraising.
- Evaluate program effectiveness.

Identify and Secure New Prospects:

- Oversee, and review the activities of fundraising.
- Develop and manage donor relationships and acquisition strategies.
- Compile or develop materials to submit to granting or other funding organizations.
- Conduct research to identify the goals, net worth, charitable donation history, or other data related to potential donors, potential investors, or general donor markets.
- Write and edit funding requests to targeted funders.
- Identify, cultivate, and solicit new prospects for local, regional, and national programmatic funding.
- Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.

Obtains Renewals:

- Establish interpersonal business relationships to facilitate fundraising activities.
- Collaborate with senior staff and fundraising team members to effectively develop and implement donor-retention strategies.
- Research, write, and edit requests to current funders including foundations, banks, government, corporations, individual donors, and others.

Manage Fundraising Communications, Information and Reports:

- Responsible for the accuracy of fulfilling the reporting requirements of all funders in a timely fashion.
- Use Salesforce Customer relationship management software for data management and reporting.
- Work with the CFO and fundraising team to effectively manage donor correspondence, materials and information utilizing **Salesforce** to track and respond to requests from funders and other partners in a timely manner.
- Interfaces with the fundraising team to gather information and manage donor profiles and prospects within the organization's market area.
- Evaluate advertising and promotion programs for compatibility with fundraising efforts.

Marketing and Public Relations:

- Work collaboratively with the Marketing and Communications Officer, senior managers, and fundraising staff to design marketing and outreach materials to increase the organization's visibility and awareness.
- Work with the Marketing and PR Team in the development of a variety of collateral materials including brochures, reports, articles, funder updates, fact sheets, press releases, videos, etc.
- Assist in the creation of the organization's Annual Report.

SKILLS AND EXPERIENCE REQUIRED:

The ideal candidate will have the following skills and experience:

- A minimum of five years of experience in nonprofit fundraising, communications, and external affairs, including:
 - A thorough knowledge and expertise in-fundraising, grant writing, and developing donor relationships with banks, foundations, corporations, individuals, and local, state, and federal government agencies.
 - Knowledge and experience in team leadership.
 - Demonstrated ability to conceptualize and effectively cultivate and implement the solicitation of donors, using exceptional written and oral communication skills.
- Must be able to synthesize complex concepts and analyze data to form clear and compelling arguments appropriate for various donor/investor audiences.
- Knowledge of Financial Concepts and budgets.
- Strong Technology Skills with the ability to produce quality grant and funding applications that meet deadlines.
 - Demonstrated knowledge of Microsoft Office (Word, Excel, PowerPoint).
 - Knowledge of digital and social media marketing concepts, technology, and software.
 - Knowledge of Salesforce as a CRM platform is highly desirable.
- Knowledge of the CDFI lending industry is highly desirable.
- Knowledge of the community development field is preferred.

EDUCATION AND OTHER REQUIREMENTS:

- A bachelor's degree or related experience commensurate with education required for this position. A high level of managerial and leadership skills is needed for this position.
- Seeking a candidate with a high degree of self-motivation, dedication, creativity; a strategic thinker, able to work in a flexible team setting. The successful candidate must also be able to collaborate with multiple teams, groups, and individuals both within and outside of the organization and represent the organization in a professional and courteous manner.
- The ideal candidate demonstrates attention to details, has exceptional time management skills and demonstrates a personal commitment to the mission/passion work and goals of the organization.

COMPENSATION PACKAGE:

Salary commensurate with experience and qualifications (\$80,000 to \$100,000 annually).

Compensation includes an excellent benefits package:

- Life Insurance (after 90 days) \$50,000 limit
- Health Insurance Option including vision and dental, after 30 days.
- Paid Vacation (80 hours) after 1 year.
- 11 Paid Holidays
- Personal/sick leave (80 hours) after 1 year
- 3 Days paid Bereavement leave for immediate family members.
- 401(k) Plan
- Continuing Education Assistance
- Employer Sponsored Short and Long-Term disability insurance, after 90 days.

TO APPLY and for Additional Information, Please Contact:

Debra Keller-Greene
Keller Professional Services, Inc.
info@kellerproservices.com
Phone: 4430540-5901

Equal Opportunity Employers (EOE).

The Employer is a 501(c)(3) Non-Profit Certified Community Development Financial Institution