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| <b>JOB TITLE:</b>      | <b><i>Resource Development Manager</i></b> |
| <b>DEPARTMENT:</b>     | <b>Resource Development</b>                |
| <b>RESPONSIBLE TO:</b> | <b>CEO</b>                                 |
| <b>SUPERVISES:</b>     | No Direct Reports                          |
| <b>FLSA:</b>           | Part-Time                                  |



**JOB SUMMARY:**

Responsible for planning, implementing, and administering marketing and fundraising through events, grants, and communication initiatives, which reflect the Tesh mission, core purpose, and core values. As a result, the efforts of the Resource Development Manager, the communities served by Tesh will be well informed regarding the Tesh mission and engaged in the need to financially support the organization.

**ESSENTIAL DUTIES:**

**A. Events ~**

1. Working in partnership with the CEO, organize and successfully implement a minimum of three events per year including but not limited to the October Luncheon, TeshFest and the New Year's Day Hangover Handicap, in order to raise at least \$150,000.
2. Develop and maintain close, productive working relationships with individuals and organizations in the community to create a donor and volunteer base to assist with Tesh events.
3. Carefully track, analyze, and evaluate results of events against the Tesh strategic plan, goals and objectives; report on same to CEO and Vice President. Incorporate results and feedback into subsequent events.
4. Assure Tesh events and programs include donor appreciation, including "Friends of Tesh" and Board of Directors past and present.

**B. Grants**

5. Locate foundation, civic group, and corporate grants to support the needs and mission of the organization, and submit timely, well-written grants, which will support the Tesh strategic goals and departmental needs.
6. Communicate within the company upon receipt of a grant in order to assure implementation and tracking of grant receipts to terms of grant award. Assure reporting to funding agency (ies) is completed on required schedule.

**C. Marketing**

7. Assist in defining the face of Tesh in the community, including developing speeches, press releases, quarterly newsletters, and communication pieces, which inform potential clients and donors, and cultivate relationships with individuals, corporations, foundations and other members of the communities served.
8. Develop and maintain current marketing materials to include but not be limited to high quality, compelling, mission based brochures and other services based collateral, fund raising materials, including fact sheets, special event flyers and invitations, website, newsletters, and press releases to support program and development objectives.

9. Complete an annual, year-end direct mail campaign in coordination with other development efforts.
10. Ensure the CEO and Vice President are kept well informed of critical events, marketing campaigns, and other marketing efforts at Tesh.

**Other/General Duties include but are not limited to:**

12. Assure pledges are input into the resource development tracking system, and all notices regarding payment are sent in a timely and professional manner.
13. Develop a cadre of volunteers, and incorporate them into the appropriate departments or events at Tesh based upon their skills, interests, and resources.
14. Assure events and marketing efforts are carefully tracked, analyzed, and evaluated against goals and expectations. Provide feedback to the CEO and Vice President on a regular basis to assure continuance improvement to and focus upon the development efforts at Tesh.
15. Meet and communicate regularly with CEO to assure strategic and tactical implementation of the development plans are in keeping with the overall organization mission and program direction.
16. Develop annual working budget for incorporation into company's annual budget.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in related Administrative, Business, or Social Services discipline with minimum of 2-4 years of progressive leadership experience directly related to specified responsibilities required, preferably in the not-for-profit arena. Related work experience, in excess of minimum 3-6 years, may be substituted for degree requirement. Track record of successful events planning and implementation must be demonstrated. Track record of successful grant writing required. Knowledge of marketing and development strategies, techniques, processes and available resources is critical. Ability to plan, organize, direct, and implement a project or program(s) or multi-tiered schedule or event is essential. Strong interpersonal and communication skills (both written and oral), and the ability to work effectively with a wide range of constituencies in a diverse community is also required. Must be able to gather data, compile information, and present requests and/or reports in a compelling fashion. Skills in use of database management, word processing, spreadsheets, and presentation software necessary. Will be required to work evenings or weekends from time to time. Must have ability to work with initiative and dedication to excellence with minimal supervision. Must clear a national criminal history background check, and maintain a valid driver's license and liability insurance. Confidentiality and privacy must be observed in the fulfillment of this position. Flexibility and a cooperative spirit are crucial characteristics of in the individual who holds this position.

Qualified person must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet physical requirements of the position (ability to stand, stoop, walk, and work at the computer for minimum of eight hours per day). Tesh will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship to Tesh would result.

**COMPENSATION:**

\$16.00/hr.

*The above is general in nature and not intended to be exhaustive. TESH Inc. reserves the right to revise or change job duties and responsibilities as the need arises.*

*Equal Employment Opportunity ~ Affirmative Action  
Drug~Alcohol~Smoke Free*

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_