

Lakewold Gardens

RESOURCE DEVELOPMENT MANAGER

Job Description

Job Title: Resource Development Manager

Department: Resource Development

Reports To: Executive Director

FLSA Status: Non-exempt (Part time position) 25 hours per week

Pay Scale: DOQ

Summary: Plans, coordinates, and administers ongoing funding programs, such as individual gifts, in-kind donations, direct mail campaigns, grant writing, special events and projects and major gifts/capital campaign by performing the following duties.

Essential Duties and Responsibilities include the following:

- Formulate, define, and implement the long and short term fundraising goals and objectives with the Executive Director and governing body.
- Organizes solicitation drives for pledges of ongoing support from individual donors.
- Assists in solicitation drives for pledges on ongoing support from corporations and foundations.
- Directs major gifts program for funding from individuals.
- Writes, edits, and proofreads annual fund letters.
- Organizes direct mail campaign to reach potential contributors.
- Coordinates with co-workers engaged in maintaining records of contributors and grants and preparing letters of appreciation to be sent to contributors.
- Identifies potential contributors to ongoing programs and special projects through examination of past record of contributors and knowledge of community.
- Informs potential contributors of special needs of institution, and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests.
- Staffs and organizes activities of governing body and volunteers relating to fund raising activities.
- Directs grant programs for corporate, foundation, and/or government funding.
- Researches public and private grant agencies and foundations to identify potential sources of funding for programs, operations, and other projects.
- Writes, edits, and proofreads funding and grant proposals and reports.
- Oversees implementation of donor recognition programs.
- Works with Lakewold staff to develop projects that meet funding opportunities.
- Other duties as assigned.

Supervisory Responsibilities: None

To perform the job successfully, an individual should demonstrate the following competencies:

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Respects diversity. Works ethically while communicating the Mission and Vision Statement of Lakewold Gardens.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions;

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Four-year college degree in applicable field, and a minimum of five years of progressively responsible fundraising experience, including three years of major gift experience required. Capital campaign experience desirable.

Computer Skills: Have knowledge of the appropriate software.

Certifications: Licenses, Registration: CPR/First Aid. Within first two years of employment.

Other Skill and Abilities: Operate office equipment. Possess good communication skills. Lift up to 50 pounds.

Other: Adheres to Lakewold's Administrative Dress Code Policy. Believe and communicate the Mission Statement of Lakewold Gardens.

Physical Demands/Work Environment: The physical demands and work environment of this job are detailed on the next page. These parameters are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature _____ Date _____

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RESOURCE DEVELOPMENT MANAGER PHYSICAL REQUIREMENTS OF THE JOB

Physical Requirements

- NP Not Present
- O Occasional (up to 25% of time)
- F Frequent (26%-74% of time)
- C Constant (75% or more of time)

Parameters

<u>Requirement</u>	NP	O	F	C	(e.g., # lbs., % of time, what, where)
• Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area.		X			During events 30%.
• Sitting: Remaining in the normal seated position.			X		At desk 75%,
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.	X				
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.	X				
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.	X				
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.		X			Stairs
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.		X			Rarely
• Kneeling: Bending legs at knees to come to rest on knee(s).		X			Rarely
• Crawling: Moving about on hands and knees, or hands and feet.		X			Rarely
• Reaching: Extending hand(s) and arm(s) in any direction.			X		Office-Files, drawers, etc. 60%
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).		X			
• Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine.			X		Keyboard 50%
• Talking: Expressing or exchanging ideas by means of the spoken word.			X		With co-workers and clientele.
• Hearing: Receiving detailed information through oral communication.				X	With co-workers and clientele.
• Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.	X				
• Vision: Clarity of vision at near and/or far distances.				X	Contracts, computer, etc.
• Driving: Requires valid state driver's license.		X			Bank, classes, etc.
• Computer: Usage or other special equipment operated.				X	
• Work environment: Outdoors in all weather conditions.		X			