



## *Job Description*

### *Director of Community Resources*

- 
- Status:** Exempt  
**Hours:** 1.0 FTE with some evenings and weekends  
**Compensation:** Commensurate with experience  
**Benefits:** Health, Dental, Vision, 403(b)  
**Reports to:** Executive Director  
**Description:** The Director of Community Resources provides organizational leadership, administrative management, and raises funds to meet the agency's financial needs. This position will have responsibility for all aspects of resource development and marketing including, but not limited to: foundation, corporate and government grants; individual and corporate donor campaigns; special events coordination; development of marketing materials; promotion of programs and services; community communications; and public relations.

This position will have responsibility, in close consultation with the Executive Director and Board Development Committee, for developing and implementing an annual strategic fundraising plan for the agency, incorporating a variety of methods (special events, grant writing, individual and corporate support, etc.) to ensure a diversified funding base. The Director of Community Resources will supervise the Volunteer Program Manager, developing community volunteers as a crucial component in providing services to clients and staff.

The position reports directly to the Executive Director and works closely with the WVCS Management Team and Board of Directors.

#### **FUNCTIONAL RESPONSIBILITIES**

- Foundation, Corporate and Government Grants – coordinates all grant activity including foundation and corporate stewardship, research into funding possibilities, grant writing and tracking, and reports to funders.
- Individual and Corporate Donor Program – coordinates the annual individual and Corporate donor campaign and related stewardship functions.
- Community Communications – develops, in close collaboration with the Executive Director and the Operations Director, routine community communications such as newsletters, e-newsletters, program announcements, timely sector information, etc.
- Public Relations – represents WVCS to external audiences, stakeholders, constituents, and the media.
- Coordination of special events.
- Program & Service Marketing – formulates strategies to market WVCS offerings to the west valley communities, and develops related materials for use in this regard.
- Marketing Materials – develops professional marketing materials that are consistent with an established brand identity.



## ***Job Description***

### ***Director of Community Resources***

---

- Supervise Volunteer Program Manager – provide guidance and direction for recruitment and development of community volunteers.
- Be an active member of organization’s management team.
- Flexibility and willingness to take on new tasks.
- Commitment and support for organizational initiatives.
- Establish priorities, goals and objectives; and perform all other related duties assigned by ED.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor's degree.
- 5+ years' development experience with increasing levels of responsibility and competency with institutional, individual, special event and corporate fund raising; proven success in raising funds for a \$1 million+ nonprofit organization; sound understanding of nonprofit management and fund-raising law.

#### **POSITION QUALIFICATIONS**

- Proven experience in nonprofit marketing, public relations, development and/or fundraising.
- Excellent working knowledge of nonprofit management, leadership and governance.
- Excellent communications skills, written and verbal.
- Highly organized and detail oriented.
- Ability to handle multiple projects simultaneously and meet deadlines.
- Understanding of and commitment to WVCS’s mission, purpose and goals.
- Ability to interact effectively with the Board of Directors.
- Willingness to work externally and be self-managed.
- Ability to be flexible and contribute effectively as a member of a staff team.
- Valid California driver’s license and insured automobile.

#### **Email Cover Letter and Resume to:**

Tricia Uyeda, Director of Operations

[hr@wvcommunityservices.org](mailto:hr@wvcommunityservices.org) [Please indicate “Director of Community Resources” in the subject line of the email]