



Job Description

Job Title:	Resource Development Officer
Department:	Resource Development
Reports To:	Director, Foundation

Position Summary:

The Resource Development Officer reports to the My Possibilities Foundation Director and is an integral part of the Resource Development Team. This direct fundraising position manages a portfolio of foundation, corporate, and individual prospects, and stewards new and existing community relationships. S/he will work closely with:

- the Grants Team to develop and execute My Possibilities' grant strategy including writing and reporting on foundation and corporate grants.
- the Campaign and the Community Engagement Managers to meet revenue goals; and
- the Foundation Director to support the My Possibilities Foundation Board in their fundraising efforts.

Essential Functions/Percentage of Time Spent on Each:

Foundation and Corporate Grants -- 50%

- With the Grants Team, develop and execute yearly grant strategy for annual, capital, and restricted gifts.
- Manage a portfolio of foundation and corporate prospects and donors, including writing and reviewing grant applications and reports.
- Support other members of the Resource Development team in the development and submission of proposals.

Fundraising – Solicitation, Cultivation, Stewardship - 35%

- Manage relationships with portfolio of foundation, corporate, and individual donors to ensure engagement with My Possibilities.
- Create and execute strategies for engaging new and existing donors.
- Prepare solicitation materials including introductory letters, proposals, informational packets, final reports, and other mailings/correspondence,

Foundation Board support – 10%

- Working with Foundation Director, coordinate all aspects of My Possibilities Board meetings – scheduling, agenda development, materials preparation, timely follow-up; and
- Provide consistent timely and accurate support to Foundation Board members' fundraising efforts.

Additional Development Team Duties – 5%

- Support Development department in maintaining accurate individual, family, and foundation database records.
- Attend and support overall Development department activities, including performances, fundraising events and donor cultivation and stewardship events annually.
- Other duties as assigned



Competencies (Knowledge, skills, and abilities):

- Excellent writing skills
- Effective interpersonal and presentation skills
- Outstanding organizational skills and high level of accuracy
- Ability to work collaboratively with all levels of staff, volunteers, Board members, donors, and prospective donors

Minimum qualifications:

Education: Bachelor's degree

Experience: 3-5 years of experience in fundraising or equivalent

Specific Skills:

- Able to communicate effectively both verbally and in writing
- Highly organized, self-motivated, detail-oriented, creative, strategic, professional
- Able to manage multiple projects under tight deadlines
- Previous grant writing experience a plus
- Direct fundraising experience a plus
- Proficiency in writing proposal materials

Specialized Knowledge, Licenses, etc.:

- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program
- Working knowledge of Microsoft Office (including Microsoft Teams) and CRM experience a plus

Success factors:

- Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Working conditions:

My Possibilities Resource Development Team works traditional work hours, but depending on the needs of the campaign, department or agency, work may occur during weekday evenings or weekends either in or outside the office. Position must feel comfortable working in a team and communicate effectively with peers, superiors and HIPsters, our *Hugely Important People*.

Applying:

To apply, please send a cover letter, resume, and a writing sample (Preferably a grant proposal) to Kelsey Howell at khowell@mptx.org.