



Position Description Resource Development Manager

OVERVIEW

The Resource Development Manager (RDM) is responsible for planning, implementing and coordinating fundraising/development activities for the Hopi Education Endowment Fund (HEEF). This includes the design and implementation of fundraising approaches to support the HEEF's vision and strategic growth. The RDM will also be responsible for managing the resource development process, including prospect identification, cultivation, solicitation, and stewardship of all donors HEEF.

The RDM will work with the Resource Development Committee (RDC) to develop and implement strategic short-term and long-term fundraising and non-fundraising goals. The successful candidate must be an outstanding communicator who can effectively represent the HEEF to a variety of constituencies.

DUTIES & RESPONSIBILITIES

The RDM will work closely with the Executive Director, HEEF staff, Resource Development Committee and HEEF Board Members in the following areas:

PLANNING

- Facilitates the setting of fundraising goals, benchmarks and action plans.
- Develops monitors and annually refine the HEEF's Development Plan.
- Ensures that the goals within the Development Plan are aligned with the HEEF's Strategic Plan.
- Work with staff to identify HEEF core areas of need such as grants and scholarships, community education programs, operating needs, etc. and seek funds to meet these needs through submission of grant proposals.

RESOURCE DEVELOPMENT

- Develops and implements comprehensive fundraising strategies to increase philanthropic support, including sponsorships from corporations, foundations, individuals and government agencies.

- Writes corporate, foundation and government grants, tracks grant outcomes, and assist Executive Director to submit reports to funders.
- Develops fundraising correspondence for individual donor solicitation to cultivate existing and new donor relationships.
- Meets with current donors and donor prospects to enlist support and steward relationships.
- Researches, identifies, and prioritizes donor prospects for solicitation of targeted financial support.
- Utilizes social media to outreach to donors.
- Develops and manages planned giving, major gifts and Seeds4HEEF programs.
- Oversees fundraising training and engagement of board members in all aspects of funding
- Oversees the implementation of the Board Member Engagement Tool (BMET).
- Develops and implements appropriate measurement mechanisms that will provide data regarding the success/non-success of HEEF development activities.

SPECIAL EVENTS & MARKETING

- Works with the HEEF staff and Board members as appropriate to plan and implement special events, public relations, donor recognition events and special celebrations.
- Works in collaboration with Marketing and Special Events Manager to develop messaging to be used in marketing material such as sponsorship packets, brochures.
- Assists in the planning and implementation of outreach efforts and events, i.e. community presentations, manning information booth, etc.

ADMINISTRATION & OTHER DUTIES

- Assist with annual HEEF budget preparation and manage resource development budget.
- Develops and revises as needed Resource Development policies and procedures with input from the RDC, Staff and appropriate HEEF Committees..
- Manage and maintains donor database (E-Tapestry) to accurately record gifts and effectively steward donors.
- Develops and implements methods to appropriately acknowledge and recognize donors for their contributions to the HEEF.
- Assist HEEF staff with administrative functions as needed.

- Assist HEEF staff with volunteer recruitment, management and coordination.
- Serves as primary facilitator of the RDC and other Ad Hoc Committees as assigned.

Note: This job description is intended to capture the uniqueness of the duties and responsibilities of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differ from the responsibilities listed here.

KNOWLEDGE, SKILLS AND ABILITIES

- Solid understanding of non-profit management and fundraising concepts.
- Demonstrate a proven track record of successful fundraising.
- Knowledge of data gathering and management techniques such as internet research, library research or files analysis, to obtain technical and administrative materials for HEEF use.
- Experience in utilizing the following computer software programs: E-Tapestry, Word, Excel, Access, Power Point and other applicable software.
- Excellent analytical and problem-solving skills.
- Demonstrate effective verbal and written communication skills
- Experience in utilizing social media.
- Exceptional organizational skills to prioritize multiple activities and responsibilities.
- Ability to work independently to meet multiple project deadlines as well as collaboratively in a small office as a team player.
- Ability to follow through on oral and written instructions.
- Ability to develop and build relationships with donors using a variety of technologies.
- Experience with direct mail campaigns.
- Success working in partnership with a board and staff of diverse personalities, education levels and talent.

MINIMUM QUALIFICATIONS

The Resource Development Manager should have the following minimum education, experience and qualifications:

A Baccalaureate Degree in Non-Profit Management, Marketing, Business, Public Relations, or Communications and Four (4) years of professional fundraising

experience OR any equivalent combination of education, training and experience, that demonstrates the ability to perform the duties of the position.

PERSONAL ATTRIBUTES

- Commitment to HEEF's values, mission, goals and programs.
- Vision and passion in HEEF goals and mission that translates into action.
- Possess Intelligence, creativity and inspiration, to anticipate, conceive, express and create HEEF opportunities to extend mission purpose.
- Independent and self-confidence to act decisively on behalf of the HEEF.
- A team player who can inspire collaboration, demonstrate partnership and maintain flexibility among staff, board members and general public.
- Consistent and straightforward in communicating with HEEF staff, board, donors, volunteers, and general public.
- Respectful of the abilities ideas, opinions, skills, knowledge of HEEF staff, board, donors, volunteers, and general public.
- Understands the importance of and exhibits skills in "Customer Service" toward all members, staff, visitors, donors and general public of the HEEF.
- Demonstrate a professional attitude, appearance, and demeanor in accordance with Hopi Tribal employment guidelines.
- Willingness to learn new techniques and implement ideas for the benefit of the HEEF.
- Willingness to share knowledge and teach fellow staff on various aspects of the RDM responsibilities.

NECESSARY REQUIREMENTS

1. Possess valid Arizona driver's license
2. Upon employment complete the Hopi 3D Defensive Driving course.
3. Moderate travel on and off Hopi reservation

DESIRED REQUIREMENTS

1. Speak and understand the Hopi and/or Tewa language.
2. General knowledge of Hopi/Tewa culture, history and government.

PREFERENCES

Applicants will receive consideration within the context of the Hopi Tribe's Hopi and Veterans preference hiring policies

SALARY

Negotiable based on education and experience.

APPROVED BY:



LuAnn Leonard, Executive Director
Hopi Education Endowment Fund
Date 3/15/17