

CADCOM

JOB DESCRIPTION

rev: 7/21

Title of Position: _____ **Immediate Supervisor:** _____ **Status:** _____ **Starting Salary Range:** _____

**Resource
Developer**

**Executive Director Sub-contractor
Non-Employee**

\$36k

DESCRIPTION:

The Resource Developer is responsible for the writing and preparing of all funding proposals, grant applications and fundraising activities.

SPECIFIC DUTIES and RESPONSIBILITIES:

The duties of the Resource Developer include, but are not limited to the following:

- A.** Prepare 24 grant applications per year.
- B.** Prepare Work Plans in accordance with the Department of Community & Economic Development instructions.
- C.** Gathering all the information needed to write and prepare proposals.
- D.** Conduct Community Needs Assessments as required.
- E.** Assist in developing relationships with Corporations and Foundations.
- F.** Assist in the development of new programs.
- G.** Provide updates on available funding opportunities.
- H.** Keep abreast of regulations that govern program activities.
- I.** Prepare monthly Activity Reports to the Executive Director.
- J.** Prepare surveys as needed.
- K.** Represent CADCOM at various functions as needed.
- L.** Participate in all fund-raising activities.
- M.** Participate on Fund Development and Strategic Plan Committees
- N.** Participate in the development of an income generating business and or Social Enterprise.
- O.** Perform other related duties as needed.

MINIMUM QUALIFICATIONS:

- A.** Undergraduate degree in a related field with 2 years experience; or 5-7 years experience in a related field.
- B.** Excellent writing and communication skills
- C.** Possess a working knowledge of various software applications such as Windows XP, Microsoft office and database software.
- D.** Valid Driver's License.
- E.** Ability to travel including overnight.
- F.** Must be innovative and creative.