

Employment Announcement Resource Development Specialist

I. JOB SUMMARY:

The Resource Development Specialist provides administrative support for the Resource Development (RD) Department, and assists with directing, developing, implementing, and maintaining an exemplary volunteer program to provide a supplementary workforce through the use of corporate, religious, academic community, medical, professional and individual volunteers. The Resource Development Specialist is responsible for donor database management, processing all donation information and acknowledgements, maintaining the department's donor records, gathering and analyzing data, preparing reports, making process improvements recommendations, ordering supplies, assisting with special events and projects, and maintaining files and records. Additionally, answers non-routine correspondence and assembles highly confidential and sensitive information. The Resources Development Specialist is required to interact with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization. The position provides support to all resource development activities at the Central and North Homeless Assistance Centers.

II. ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITES:

1. Accurately enters , manages, audits, and updates financial and in-kind data in the donor database.
2. Prepares financial and in-kind reports for the Chief Development Officer to present to the Executive Committee, Finance Department, Executive Leadership, Resource Development Committee and to the Board of Directors.
3. Processes of gift acknowledgments, pledge payments, matching gifts, memorial gifts, and other contributions in the donor database.
4. In collaboration with the Chief Development Officer and Community Engagement Manager, develops strong relationships within the community to foster a positive image such that corporations, civic groups, schools, religious organizations, and individuals will financially support the organization through annual giving.
5. Works with the Community Engagement Manager to maintain a database of active volunteers.

6. Contributes to organizational improvement by gathering and analyzing data, preparing reports, and introducing process improvements throughout the reporting process.
7. Ensures that logistics for special events and various fundraising and community building activities are managed effectively and in a timely manner.
8. Acts as a liaison to executive staff, other departments, outside agencies. Handles confidential and non-routine information and explains policies when necessary.
9. Works independently and within a team on special nonrecurring and ongoing projects.
10. Prepares and submits purchase and check requests, IT requests, food service request, and maintenance requests.
11. Schedules and attends meetings as requested. Takes and distributes meeting minutes. Maintains and updates staff and department calendars and tracks responses and attendance.
12. Clearly communicates the mission of Broward Partnership, ensuring everyone works toward the same goals.
13. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
14. Assists with special events logistics. Maintains registration for all events and produces printed and electronic media. Perform other duties as assigned by supervisor.
15. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

III. AGENCY EXPECTATIONS OF EMPLOYEE:

- All employees are expected to adhere to Agency Policies and Procedures.
- All employees are expected to dress appropriately and professionally.
- All employees are expected to attend required and/or assigned Agency trainings.



- All employees are expected to be courteous, polite and friendly both to our clients and to their fellow employees.
- All employees are expected to consistently report to work on time prepared to perform the duties of their position.

IV. QUALIFICATIONS:

Education/Experience: Bachelor's degree in Business Administration, Management or related field. At least two to four years of related experience. Experience in various aspects of fundraising and database management within a nonprofit organization; advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint and Outlook). Experience assisting executive level or senior staff preferred. Must have a valid Florida Driver's License and ability to commute between two locations as needed.

V. WORK ENVIRONMENT:

Work environment characteristics described here 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.

The Resource Development Specialist works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Please e-mail cover letter and resume to: careers@bphi.org and include the job title of "Resource Development Specialist" in the subject line.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by federal, state, or local laws. We participate in E-verify.