



## The Arc of Howard County Job Description

Job Title: Director of Resource Development  
Department: Resource Development  
FSLA Status: Exempt  
Reports to: Executive Director

For more information, contact: [cbeatty@archoward.org](mailto:cbeatty@archoward.org)

### Qualifications:

A minimum of a Bachelor's Degree in a related field. Experience in all aspects of fundraising and a working knowledge of the Howard County community. Excellent oral/written communication skills and proven networking ability. Ability to use computer effectively and experience with computer software related to fundraising and database systems for donor, volunteer and event recordkeeping. Ability to positively represent The Arc in the general community and to deal effectively with a diverse group of internal and external contacts including Board members, key volunteers, self-advocates, family members, and all level of The Arc's staff. Supervisory experience and the ability to participate as an active member of a management team.

Job Description: The Director of Resource Development is responsible for increasing donor contributions of individuals and corporations by building relationships and exploring new fundraising opportunities. The Director is also responsible for promoting a positive image of The Arc of Howard County and the individuals supported by our agency.

### Job Responsibilities:

#### **Develop and monitor annual Resource Development plan and budget:**

- Develop annual plan to align with agency strategic plan and goals which outlines all department activities for the fiscal year
- Maintain Resource Development budget timelines and expectations
- On an ongoing basis, monitor and update Resource Development plan in relation to RD and agency budget performance

#### **Effective record-keeping to ensure accurate donor records and efficient solicitation:**

- Maintain accurate donor records using up-to-date fundraising database system including addresses (including email), contact information, areas of interest, inputting donations and volunteer activities
- Pledges are documented and reminders are distributed in a timely fashion
- Timely acknowledgements are distributed to donors

**Function as lead staff person for all special events to support work of volunteer event committees:**

- Establish and support the work of volunteer-driven committees including soliciting key volunteers for each event and then providing assistance by coordinating meeting logistics and creating and distributing meeting material.
- In cooperation with the committees, coordinate logistics for each event
- Oversee promotion of the event including dissemination of event materials and coordination of information to the media regarding event
- Establish and maintain event budget, in close working relationship with committees (sponsorship levels, ticket prices, cost of putting on the event, etc)
- Retain and recruit corporate sponsors and/or ticket purchasers
- Upon completion of events, ensure all payments have been received and all invoices submitted for payment

**As lead staff, develop and manage Third Party Fundraising:**

- Promote third-party fundraising as part of Resource Development Plan
- Recruit and retain third party fundraisers
- Coordinate with contact to ensure all appropriate steps are taken including agreement of responsibilities of The Arc and the third-party, coordination of The Arc volunteers for the third party event, acknowledgement of donors, and promotion of event

**Coordinate annual giving campaign, promote giving to The Arc's endowment fund and Residential Maintenance fund, create and implement planned giving campaign:**

- Implement plan to educate donors about various ways of giving to The Arc
- Plan and/or support gatherings of interested individuals to promote the Silver Arc Legacy endowment fund.
- Plan and/or support meetings of interested individuals to promote the Residential Maintenance Fund
- Plan and/or support meeting of interested individuals to promote planned giving opportunities

**Coordinate and acknowledge donated goods**

- Coordinate acceptance of donated goods including determining the need, working with maintenance department to pick up as needed, and sending acknowledgements

**Coordinate all Foundation solicitation and grant writing:**

- Research foundations and corporate giving programs for funding opportunities
- Write grant proposals and requests for foundation funding

- Coordinate ongoing required reporting for grants and foundation funding
- For program specific grant proposals, provide consultation to department directors who will be charged with the responsibility of developing the proposals

**Produce positive results with the agency marketing and public relations plan:**

- Oversee production of annual report, agency newsletter, website, social networking
- Coordinate with media representatives
- Review press releases, human interest stories, etc.

**Function as lead staff in agency branding:**

- Monitor agency branding guidelines through collateral materials, website, and promotional items
- Serve as resource for The Arc staff in their marketing efforts within the community

**Directly supervise all designated staff assigned to Resource Development and manage consultants hired to assist with Resource Development duties:**

- Facilitate or provide initial training and then ongoing skill development of supervisees
- Monitor work performance of supervisees, providing regular feedback
- Select consultants to assist with duties as needed
- Monitor effectiveness of consultants including reviewing invoices and approving payments