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Marketing & Resource Development Coordinator

POSITION: Marketing & Resource Development Coordinator. Non-Exempt, Full-Time (37.5 hours per week) position. Hourly rate \$23.00 to \$28.00. Benefits include paid holidays, sick leave, vacation leave, and full medical benefits package.

Summary of Position

The Marketing & Resource Development Coordinator (MRDC) is responsible for developing resources and contacts that will assist the Independent Living Center of Kern County (ILCKC) to improve the quality of services to persons with disabilities and to establish new funding. The MRDC will identify funding sources (donors, sponsorships, grant opportunities, etc.) and submit documents (proposals, letters, etc.) to obtain and expand resources and programs for ILCKC. The MRDC is responsible for organizing ILCKC's social media outlets and the marketing of all services and special events.

Line of Authority

The MRDC is under the supervision of the Executive Director.

Essential Functions

1. Researches, writes, and submits grants and contracts to expand and/or sustain ILCKC services and programs.
2. Obtains funding to sustain the MRDC position as needed.
3. Prepares agency profiles and other updates necessary to locate and obtain funding opportunities (foundation profiles, central contractor registration (CCR), system for award management (SAM), grants.gov. etc.).
4. Work with finance manager to prepare grant budgets and work with Program Manager on new grant services and staff feasibility.
5. Researches grant guidelines and proposal requirements.
6. Prepare, deliver, and compile results for agency survey to consumers and the community.
7. Submit and monitor grant progress reports for assigned grants by the Executive Director.
8. Conduct networking activities with business organizations, community-based entities, and other potential partners for fundraising and donor purposes.
9. Research and organize information on existing and potential donors.
10. Provide on-going and timely donor recognition and appreciation letters to community partners, individuals, and businesses.
11. Develop and manage relationship database with community partners and donors.

12. Promote agency events, trainings, and fundraisers.
13. Attend assigned meetings, conferences, trainings, workshops, etc. on issues relating to marketing and resource development.
14. Work with the Board of Director's fundraising committee, as needed.
15. Assist and organize fundraising activities including donations and sponsorships.
16. Prepare the agency's media relations materials including the agency's quarterly newsletter, annual report, public service announcements, etc.
17. Ensure accuracy, grammar, and consistency with agency brochures including materials in accessible formats and other languages.
18. Regularly updates, posts, and monitors the agency's web site, Facebook page, and other social media outlets.
19. Organize and set-up media interviews (T.V., radio, etc.).
20. Coordinate ADA event, annual giving campaign, and annual fundraiser/s.
21. Any other duties as assigned by the Executive Director.

Status of Position: Non-exempt; Full-time

Qualifications for the Position

Requirements

- BA or BS Degree in Public Administration or related field *or* AA degree and four years of related experience
- Must have excellent grant writing experience
- Superb relationship building and management skills
- Ability to communicate persuasively and work effectively with grant-making organizations, grant partners, staff members, and volunteers
- Must have excellent verbal, reading, and writing skills
- Ability to work with tact and diplomacy
- Strong organizational and time management skills
- Excellent problem solving skills, research skills, and ability to follow through
- Ability to make connections and build relationships with potential donors, community organizations, and businesses
- Capable of handling multiple projects with competing priorities
- Must have strong skills in using social media outlets including Facebook and Instagram
- Must have a valid driver's license with a clean driving record
- Knowledge of Microsoft Office software, including MS Word, Excel, and Outlook

Preferences

- Life experience with a disability
- Ability to speak Spanish
- Knowledge of American Sign Language

ILC of Kern County is an equal opportunity employer committed to hiring staff who reflect the diversity of our community. Persons with disabilities are encouraged to apply. Reasonable accommodations will be made for qualified individuals with disabilities.

Please e-mail resume and cover letter to jimmie@ilcofkerncounty.org