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## **Resource Development Coordinator**

**POSITION:** Resource Development Coordinator. Non-Exempt, Full-Time (37.5 hours per week). Hourly rate \$21.00 to \$25.00. Benefits include paid holidays, sick leave, vacation leave, and full medical benefits package.

### **Summary of Position**

The Resource Development Coordinator (RDC) is responsible for developing resources that will assist the Independent Living Center of Kern County (ILCKC) to improve services to persons with disabilities. Write and successfully obtain new grants and contracts. The RDC will identify funding sources (donors, sponsorships, grant opportunities, etc.) and submit documents (proposals, letters, etc.) to sustain and expand resources and programs. The RDC is responsible for organizing and updating donor and sponsorship list. Organizes and manages all special events and fundraisers.

### **Line of Authority**

The RDC is under the supervision of the Executive Director.

### **Essential Functions**

1. Researches, writes, and submits grants and contracts to expand and/or sustain services and programs.
2. Obtains funding to sustain the RDC position as needed.
3. Prepares agency profiles and other updates necessary to locate and obtain funding (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 Deputy Director on new grant services and program sustainability.
5. Researches grant guidelines and proposal requirements.
6. Submit and monitor grant progress reports for assigned grants.
7. Conduct networking activities with business organizations, community-based entities, and other potential partners for fundraising and donor purposes.
8. Research and organize information on existing and potential donors.
9. Provide on-going and timely donor recognition and appreciation letters to community partners, individuals, and businesses.
10. Develop and manage relationship database with community partners and donors.
11. Promote events and fundraisers in partnership with Marketing Coordinator.
12. Attend assigned meetings, conferences, trainings, workshops, etc. on issues relating to resource development.
13. Work with the Board of Director's fundraising committee, as needed.
14. Assist and organize fundraising activities including donations and sponsorships.
15. Submit public service announcements in partnership with Marketing Coordinator.

16. Organize and set-up media interviews (T.V., radio, etc.) for special events and fundraisers in collaboration with the Marketing Coordinator.
17. Coordinate ADA event, annual giving campaign, and annual fundraiser/s.
18. Develop and update agency's resource development plan.
19. Review new and existing programs to submit new grant and contract needs assessments.
20. Implement practices that protect the confidentiality of donors and sponsors.
21. Maintain regular attendance essential for effective and efficient operations.
22. Any other duties as assigned by the Executive Director.

## **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, donors, and staff members
- 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

### **PHYSICAL AND EMOTIONAL DEMANDS**

The physical demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to stand for an extended period. Must be able to remain in a seated position for an extended period. Must be able to operate a computer, key board, phone, and monitor for an extended period. The person occasionally needs to move about the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office machinery, such as a calculator, copy machines, fax machine, and printers.

The emotional and stress demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to handle high levels of stress during times of project and contract deadlines. Communication and behavioral styles vary, and the employee must be able to adjust with these styles during project, grant and reporting deadlines.

ILCKC 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](mailto:jimmie@ilcofkerncounty.org)

**Position Open Until Filled**