



Resource and Program Development Director

FLSA Status: Full time, Exempt

Reports To: CEO

Position Summary

Under the general supervision and direction of the CEO, the Resource and Program Development Director (RPDD) is responsible for fund development, successful core programming, and advancing strategic direction. ACAM's primary sources of funding are private and public foundations, as well as federal, state, and local government grants. ACAM only hosts one major fundraising event per year.

ACAM has five (5) core programs: Organizational and Network Development, Training and Networking, Collaborative Initiatives, Community Education and Outreach, and Management Support. ACAM Collaborative Initiatives include Benefits Access Programs, Pathways to Citizenship, Housing Stability Services, public and private Workforce Development initiatives targeting Opportunity Youth, and more.

The RPDD holds overall responsibility for collecting timely and accurate program data and documentation necessary for analyzing and communicating the success of ACAM and its partners to funders and stakeholders. The RPDD also holds overall responsibility for the success of events, including ACAM's hosted Training & Networking events, Board of Director meetings, council meetings, and assigned committee meetings.

Essential Job Functions:

- Supervise ACAM's Development team, development consultants, and facilitate coordination between ACAM program directors. Delegate as necessary.
- Identify funding opportunities, prospect sources, and complete proposals.
- Maintain a calendar of report dates and assign tasks to staff and/or consultants to ensure timely and compliant reporting.
- Write and/or review grants, grant agreements, and service contracts.
- Compile reports and data from program directors to communicate program success to stakeholders and funders (written and visual).
- Craft the creation of ACAM's quarterly board reports by compiling data from ACAM programs and initiatives. This includes core program data such as Community Education & Outreach and Training & Networking reports.
- Produce semi-annual United Way and other funder reports.
- Manage donor lists for accuracy and effectiveness.
- Ensure the production of thank-you letters on a weekly basis and promote ongoing donor cultivation.
- Maintain a connection with the core funder community through periodic and post-disaster written communications.
- Oversee ACAM's annual luncheon and other fundraising events and activities.
- Assist in the development, implementation, and evaluation of programs.
- Supervise and cross-train staff as assigned. Ensure structural integrity of programs as designed.
- Ensure program compliance requirements are met.
- Establish outcome reporting measures and documentation protocols.
- Facilitate council meetings and assigned committee meetings.
- Monitor compliance and provide technical assistance to partnering organizations as needed.

- Collect and analyze information from partners as needed, and prepare user-friendly reports, need statements, grant reports, and presentations for use in funding requests and reports to stakeholders.
- Oversee the development of project plans, collect and review performance reports from partnering organizations, monitor the performance of ACAM's initiatives, and serve as the project lead for assigned projects.
- Increase access and usability of data and information throughout ACAM.
- Represent ACAM and its collaborative partners in the community and in meetings with funders and prospective funders (in person and virtually). Some travel may be required.
- Manage relationships between partnering organizations, sub-awardees, and MOUs.
- Respond to disasters according to the ACAM Disaster Plan alongside the ACAM team.
- Other duties as assigned.

Education/Training:

- An undergraduate degree from an accredited college or university is required. A Master's degree is preferred.
- Degrees in Business, Public Administration, Public Affairs, Nonprofit Management, or Social Work Administration are preferred.

Experience and Qualifications:

- Minimum of five (5) years of professional experience with nonprofit organizations in a management role. Minimum of five (5) years of grant writing experience.
- Intermediate or advanced proficiency in Excel required.
- Excellent problem-solving, decision-making, and leadership skills.
- Superior verbal and written communication capabilities, including the ability to present to executive-level leaders.
- Proven ability to produce evidence-based grant reports.
- Experience with government and non-government grant writing and reporting.
- Proficiency in Microsoft Suite, including but not limited to Outlook, Excel, Word, and PowerPoint required. Experience with Apricot, donor management programs, and project management software is a plus.
- A record of measurable results in grant writing, foundation giving, special events, or other funding sources.
- Demonstrated ability to effectively manage projects, such as federally funded community-based human services.
- Ability to understand various aspects of nonprofit management, including financial statements, creating budgets, monitoring budgets, and federal grant compliance requirements.
- Proficient in data management, data analysis, and data visualization.
- Experience with program funding sources targeting vulnerable populations is a plus.
- Experience with government agencies such as HUD, DOL, HHS, FEMA, and the Department of the Treasury is a plus.
- Proficiency in Microsoft Power Automate, Power BI, and/or Smartsheets is a plus.

Skills:

- Ability to develop case statements for funding, prepare logic models, present data/reports, and construct program budgets.
- Training and development expertise in program design and delivery.
- Exceptional follow-through and superior organizational skills.

- Maintains the highest standard of personal and technical integrity.
- Demonstrates a high level of professionalism, personal creativity, and the ability to develop and maintain an environment that stimulates creative thinking.
- Ability to communicate with people at all levels and build effective relationships and networks.
- Excellent team management, delegation, and supervisory skills.
- PLEASE NOTE: ACAM's Development portfolio consists of national, regional, local, and private regional foundations and competitive government requests. ACAM has a limited individual donor pool and only hosts one special event a year.

Compensation:

- \$85,000- \$95,000; salary commensurate with experience.
- Medical, dental, vision provided.
- Simplified employee pension after six months.

Equal Opportunity Employer:

ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status outlined by federal, state, or local laws in making decisions regarding staff members or volunteers.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. ACAM makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Application:

For your application to be considered, please submit the following to Azalea Kitchen, Network Performance Coordinator at akitchen@acamweb.org.

1. Resume
2. Cover Letter
3. Two Writing Samples

Candidates must successfully pass a pre-employment criminal background check and employment verification before an offer is extended.