



## **Position Description**

### **Resource Development Manager**

#### **OVERVIEW**

The Resource Development Manager (RDM) is responsible for planning, implementing, and coordinating fundraising/development activities for the Hopi Education Endowment Fund (HEEF). The RDM will also manage the resource development process, including prospect identification, cultivation, solicitation, and stewardship of all donors HEEF. The RDM will work with the Executive Director, the Board Resource Development Committee (RDC), and the Grants Committee (GC) to develop and implement strategic short-term and long-term fundraising and non-fundraising goals.

#### **DUTIES & RESPONSIBILITIES**

##### **PLANNING**

- Creates an annual written resource development plan with fundraising goals by source, benchmarks, and action plans.
- Develops, monitors, and refines the HEEF's Development Plan based on the efficiency of various fundraising activities.
- Creates, tracks, and provides written reports on resource development budget, including expense, revenue, and net revenue every quarter.
- Ensures the Development Plan goals align with HEEF's Strategic Plan.
- Work with staff and the board to identify and document HEEF's core areas of need.
- Maintains a grant prospect list with deadlines and priorities.

##### **RESOURCE DEVELOPMENT**

- Develops and implements comprehensive fundraising strategies to increase philanthropic support from corporations, foundations, individuals, and government agencies.
- Meets with current donors and donor prospects to enlist support and steward relationships.
- Develops and manages planned giving, major gifts, and Seeds4HEEF programs.
- Writes grant/donor proposals and reports while tracking outcomes for donor-restricted programs.

- Develops and implements annual fundraising campaigns and related events to meet fundraising goals by source, including AZ Gives Day, Giving Tuesday, Spring Campaign, Year-End Campaign, among others.
- Develops fundraising correspondence for individual donor solicitation to cultivate existing and new donor relationships.
- Research, identify, and prioritize donor prospects for solicitation of financial support.
- Engages board in fundraising activities.
- Plan and implement special events, public relations, donor recognition events, and special celebrations.

## **ADMINISTRATION & OTHER DUTIES**

- Manages and maintains donor database (E-Tapestry) to accurately record gifts and effectively steward donors.
- Develops and revises Resource Development policies and procedures with input from the RDC, Staff, and appropriate HEEF Committees.
- Develops and implements methods to appropriately acknowledge and recognize donors for their contributions to the HEEF.
- Assists HEEF staff with volunteer recruitment, management, and coordination.
- Serves as primary facilitator of the RDC, Grants Committee, and other Ad Hoc Committees as assigned.

**Note:** This job description is intended to capture the uniqueness of the duties and responsibilities of the position. It is not intended to be an all-inclusive list of tasks the incumbent may be asked to complete. Other duties that differ from the responsibilities listed here may be assigned from time to time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent verbal and written communication skills.
- Ability and interest in developing and building meaningful relationships and partnerships with donors.
- Strong research skills.
- Experience in utilizing the following computer software programs: Microsoft Office suite. Interest in learning fundraising database and related software.
- Excellent analytical and problem-solving skills.
- Success working in partnership with a board and staff of diverse personalities, education levels, and talent.

## **MINIMUM QUALIFICATIONS**

- The Resource Development Manager should have the following minimum education, experience, and qualifications:

- A Baccalaureate Degree and Four (4) years of professional experience, preferably in a related field.
- Experience and training that demonstrates the ability to perform the duties of the position.

**PERSONAL ATTRIBUTES**

- Commitment to HEEF's values, mission, goals, and programs.
- Possess Intelligence, creativity, and inspiration to anticipate, conceive, express, and create HEEF opportunities to extend mission purpose.
- A team player who can inspire collaboration, demonstrate partnership, and maintain flexibility among staff, board members, and the general public.
- Consistent and straightforward communication with HEEF staff, board, donors, volunteers, and the general public.
- Respectful of the abilities, ideas, opinions, skills, and knowledge of HEEF staff, board, donors, volunteers, and the public.

**REQUIREMENTS**

1. Possess a valid Arizona driver's license.
2. Upon employment, complete the Hopi 3D Defensive Driving course.
3. Moderate travel on and off Hopi reservation.

**DESIRED REQUIREMENTS**

1. Speak and understand the Hopi and/or Tewa language.
2. General knowledge of Hopi/Tewa culture, history, and government.

**PREFERENCES**

Applicants will receive consideration within the context of the Hopi Tribe's Hopi and Veterans' preference hiring policies

**APPROVED BY:**



**Dr. Wayne Taylor Jr.**  
**HEEF President**

Date: 4/14/25