



RETIRED AND SENIOR VOLUNTEER PROGRAM
Development Manager and Grant Writer
Carson City, NV

Nevada Rural Counties RSVP Program, Inc. mission is to provide lifesaving volunteer programs that help seniors and adults with disabilities maintain independence with dignity. RSVP provides well-trained volunteers that assist seniors including the homebound elderly, caregivers, veterans, and adults with disabilities with lifesaving services. Our essential social supportive services include door-to-door escorted transportation, companionship, respite care, no cost legal assistance, Farmer's Market Coupons, critical food and medicine delivery, homemaker services, personal emergency response systems, Veteran's assistance and more.

DEFINITION

Under the direction of the Chief Executive Officer, this position is responsible for the fund-raising activities of the corporation and the following activities: individual personal and corporate solicitation, planned giving, foundation proposals, government and other grant proposals, and any other activity or program initiated for the purpose of strengthening RSVP's donor base. The Director is also responsible for helping to build and manage the organization's brand and aspects of marketing communications to raise awareness of the organization.

EXAMPLES OF DUTIES

Responsibilities and duties may include, but are not limited to, the following:

1. Manages all grant activities; develops and tracks internal reporting systems; analyzes grant implementation and spending; and creates reports as required by funders.
2. Collaborates with program staff to accurately present the grant's successful implementation.
3. Maintain an annual grants calendar and accurate records of all development activities.
4. Writes applications and coordinates participation in AmeriCorps and other Federated/ Charity Campaigns.
5. A willingness and availability to work as needed to meet fundraising goals.
6. Organize and lead all fundraising events, work with community partners, vendors, staff, and Board of Directors.
7. Create a development plan which increases brand awareness and revenue to support the strategic direction of RSVP.
8. Initiate research to identify new sources of income, cultivate resources and match funding sources to funding opportunities.

9. Lead the implementation of donor recognition and stewardship activities.
10. Increase the donor base and visibility of the organization.
11. Represent the organization in a professional manner in public and private development activities and outreach for cultivation or fund-raising purposes requested by the CEO.
12. Public Relations/Marketing: Direct the association's promotion, publicity, and public relations and marketing activities to grow positive awareness of the organization and strengthen its reputation with clients, funders, and the communities it serves.
13. Develop and execute with the CEO a comprehensive marketing plan that includes events, media relations, press releases, social networking, Annual Report, website, newsletters, and branding.
14. Assist in other duties as assigned by the Chief Executive Officer that are necessary to reach the goals and objectives and are within the scope of the Development Manager and Grant Writer.
15. Maintain cordial, productive working relationships with other staff while always adhering to strict confidentiality of privileged management and donor information.

MINIMUM QUALIFICATIONS

1. Five years' experience in a comprehensive development program in progressively responsible capacities: management experience essentials or equivalent.
2. Bachelor's degree or equivalent in communication, education, marketing, business, health/human services, or related field; graduate degree preferable.
3. Demonstrated success in large gift fund raising.
4. Working knowledge of computer systems is mandatory.
5. Demonstrated successful grant writing experience is a requirement.
6. Demonstrated ability to establish and maintain positive and productive working relationships with a cross section of publics, including but not limited to the donor public, community groups, volunteer Boards and committees, and staff.
7. Demonstrated ability to communicate effectively.
8. Documented experience with nonprofit marketing and social media.
9. Demonstrated ability to work under pressure and to meet deadlines.
10. Demonstrated ability to maintain accountability and to work independently and creatively, while functioning as part of a cooperative and coordinated management team.
11. Must be creative, able to generate ideas, and be a self-starter.
12. Must be responsible, dependable, well organized, logical, and have high integrity.

Salary Range: \$40,000 to \$70,000 DOE

Benefits:	Accrue 15 days annual leave, year one, 20 days at 10-year level. Sick leave same as annual leave
Medical Insurance:	Fully paid for the individual
Vision, Dental, Life Insurance	Fully paid for the individual
Retirement	Percentage match up to 5%

Please send cover letter and resume to
Nevada Rural Counties RSVP Program, Inc.
2621 Northgate St., Suite 6
Carson City, NV 89706
Or call (775) 687-4680 for email address.