**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** | | | |
| Job Title: | Fund Developer I | Salary Grade: | 10 |
| Status: | Exempt | Supervisor: | Assistant Director Fund Development |
| Unit: | Fund Development | Department: | Communications and Development |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

The CD department raises funds and manages all communications for the organization. Each year, the Development team raises the funds needed to support RCAC’s programs, operations and long-term sustainability. The team researches, conducts outreach and applies for funding from government agencies, corporations and foundations. The Communications team manages all marketing, produces internal and external publications, and creates advocacy and social media materials, original articles, training materials and the annual report.

**General Purpose:**

The Fund Developer works with the Fund Development Assistant Director and the C&D Director to plan, develop, and secure grants, contracts, and investments for the corporation. Major responsibilities include, but are not limited to: read and understand a wide range of requests for proposals; coordinate, plan and write grant applications; assist with securing Loan Fund investments; edit, prepare, format, and package proposals; compile appendices and attachments; submit proposals on multiple grant submission platforms; and collaborate with the Data and Impact Manager and other program staff to compile data.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties and skills required.*

**Job Duties and Responsibilities:**

* Conducts research to identify potential funding sources and loan fund investors.
* Coordinates, plans, develops, reviews, and writes grant proposals for public and private funders.
* Raises funds for conferences and other events.
* Conducts development activities, including cultivating and maintaining relationships with funders and investors and ensures contributions are acknowledged appropriately.
* Assists to secure loan fund investments.
* Edits, prepares, formats, and packages proposal submissions.
* Compiles appendices and attachments for proposals.
* Submits proposals on a variety of grant submission platforms.
* Manages tasks and resources effectively and efficiently.
* Participates as an active member of the department; enhances the team’s effectiveness and performance.
* Assists with data compilation.
* Coordinates and leads corporate resume overview meetings for new staff.
* Proofreads, formats, and edits corporate resumes for all RCAC staff.

Performs other related duties as assigned.

**Supervision Exercised:**

* No supervisory responsibilities.

**Minimum Qualifications and Necessary Requirements:**

* **EQUIVALENT**combination of education and experience can meet minimum qualifications*.*
* **EDUCATION:** Bachelor’s degree in business administration, communications, public relations, or related field.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Two years of experienceof applicable experience in fund development for nonprofit or public corporations. Strong writing background is required. Effective communication skills required.
* Must pass a background investigation.

**Knowledge, Skills, and Abilities:**

* Knowledge of public, private and corporate funding resources and procedures
* Knowledge of grant submission platforms
* Skill in excellent written and verbal communication
* Skill and proficiency with Microsoft Office applications including CRM databases and marketing platforms
* Ability to proofread and edit documents
* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Ability to follow detailed instructions
* Ability to troubleshoot and problem solve
* Ability to organize and prioritize work to meet multiple deadlines
* Ability to work individually and as part of a team
* Ability to understand and communicate RCAC’s mission and vision for the future

**Preferred Requirements:**

* Experience in fund development for nonprofits or public corporations.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Work is typically performed in an office with a moderate noise level. Evening and/or weekend work may be required.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*