



COMMUNITIES IN SCHOOLS of Galveston County

JOB TITLE: Resource Development Coordinator

REPORTS TO: Executive Director

Job Purpose:

Resource Development Coordinator is responsible for grant writing, marketing and media relations, and community outreach. Collaborate with CISGC Administrative Team to create innovative marketing strategies, establish business relationships, and increase positive awareness and donations.

Responsibilities/Duties:

- Support Finance Coordinator with Grant Applications.
- Develops and maintains a master file on pending grants and contracts.
- Remains up to date on current issues relative to grant proposals.
- Forge new and maintain existing relationships with community stakeholders (individuals, businesses, and institutions) and potential donors.
- Meets regularly with faculty/staff to discuss current and new funding needs.
- Collaborate with Finance Coordinator to distribute CISGC deliveries to campuses.
- Organize online and in-person events that promote donor stewardship and engagement.
- Ensure all major and planned gifts are appropriately tracked, processed, and acknowledged with the Finance Coordinator.
- Manage CISGC social media and website including the staff portal.
- Write content pieces, press releases, announcements, and newsletters, to inform the public about the organization's projects, services, and upcoming events.
- Maintain and promote physical and electronic communication materials.
- Support initiative, within annual giving and donor relations areas, from initial planning and coordination stages to implementation, and follow through.
- Facilitate Professional Developments for CISGC Staff as a Master Trainer.
- Support Site Coordinators by connecting them with resources for each campus.
- Assisting Site Coordinators with Community Events and Tier 1 Campus Events.
- Maintain and Monitor all Volunteers for CISGC Campuses.
- Develop and implement outreach strategies by organizing virtual workshops, events, and education/training programs to increase community awareness about our organization and programs/projects.
- Organize and coordinate regular meetings between community stakeholders to identify issues and challenges within the community and find effective solutions.
- Ensure community outreach and engagement activities are consistent with our brand and organization's culture.
- Draft and submit proposals, reports, presentations, and pitches for all community outreach activities.

- Manage, monitor, and support site coordinators with Adopt a School Program to ensure snacks/scholarships for each campus in CISGC.
- Meet regularly with Leadership to discuss upcoming events and grant proposals before submitting.
- Maintain record of In-Kind Donation with Finance Coordinator.
- Other duties as assigned by the Program and/or Executive Director.

Qualifications/Education Requirements:

- CIS Master Trainer Certification upon hire.
- Associate Required in Business, Education or Social Services with experience.
- Bachelors Preferred in Business, Education or Social Services with experience.
- Grant writing experience, preferably with an education focus.
- Experience which should demonstrate a proven track record of securing new funding opportunities: comprehensive knowledge of research, and the ability to distinguish and identify opportunities for CISGC.
- Excellent writing and verbal skills.
- Be highly organized with the ability to implement systems and follow-up processes.
- Proficiency in research, interpreting, and analyzing diverse data.
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint, and Excel), and database management skills.
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Effective Communication Skills with Stakeholders, Leadership and Site Staff.

TRAVEL

40%. This includes CIS and Community Meetings, events and school visits.

Communities In Schools of Galveston County is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. CIS prohibits harassment of applicants or employees based on any of these protected categories. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.