

**MENTAL HEALTH CENTER OF PASSAIC**  
**JOB DESCRIPTION**  
**COMMUNITY DEVELOPMENT RESOURCE SPECIALIST**

**Qualifications:**

1. Bachelor's Degree
2. 3-5 years' experience in development, fundraising and grant writing
3. Computer literacy to include knowledge and experience with word processing, spreadsheets and database programs
4. Strong communication and organizational skills

**Responsibilities:**

1. Maintain the highest ethical and professional behavior and standards associated with the Center.
2. Maintain positive, cooperative and mutually supportive relationships with your supervisor, the administration, peers, support staff and representatives of the community. Establish a professional rapport with community resources. Demonstrate initiative, enthusiasm and positive interpersonal skills to relate well with staff and others with whom interaction occurs.
3. Continue to grow professionally through participation in supervision, collaboration with colleagues, and professional growth experiences.
4. Follow all rules and procedures established by the Center and its funding sources as outlined in The Center's policies and procedures manual.

**Job Functions:**

1. Work with leadership team to determine targeted annual development revenue, related expense budgets and strategies to meet at least 80-85% of budgeted goals.
2. Oversee and manage all aspects of the Center's fund-raising, including annual appeal, online giving, special events, and donor communication and engagement in order to achieve 85% of the projected goals.
3. Work in conjunction with the Fund-Raising Committee of the Board of Directors to develop a calendar of special events with a minimum of one per quarter.
4. Ensure proper management of donor, gift, and fundraising information in a database for review and reconciliation with the finance department.
5. Manage marketing initiatives and develop content regarding agency's website and social media platforms.
6. Manage and cultivate strong relationships with community, corporate and diverse groups to spread knowledge of the Center's services and special projects.
7. Coordinate and manage the collection of holiday gift donations for MHCP programs.
8. Research grant guidelines and deadlines. Each fiscal year apply for 2-3 grants to raise a minimum of \$50,000.
9. Ensure that all grant funds are spent appropriately.
10. Ensure all donors and sponsors are acknowledged properly.

11. Prepare progress reports regarding all aspects of MHCP development for monthly Board Meetings
12. Immediately advise appropriate personnel of evidence of child abuse or neglect, and/or conditions or situations which compromise, or potentially compromise, service to clients.
13. Protect confidentiality of records and clinical material as required by NJ State law.

Responsible to: Executive Director

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