

POSITION TITLE:**Director of Program Resources****POSITION REPORTS TO:****President & CEO****Job Summary:**

The Director of Program Resources will oversee the planning, development, implementation, and maintenance of the company's program services, supporting and promoting strategic goals and objectives in conjunction with senior leadership. The Director of Program Resources will strengthen UBF's current fundraising efforts by securing new areas of funding and build on the strong base of philanthropic support already in place.

ESSENTIAL FUNCTIONS:

- Recruits, interviews, hires, and trains the Development Coordinator and Community Programming Manager
- Provides constructive and timely performance feedback to direct reports
- Develops and seeks out current and new community partnerships for the oversight of in-kind donations
- Builds relationships with executives and community leaders, and assists in the vetting process for developing new partnerships and possible grant recipients
- Acting as a liaison between the Board of Directors and community partners, and fielding requests from outside parties to the Board of Directors
- Keeping the President/CEO updated on progress of various initiatives and any items of particular interest
- Defines fundraising goals
- Works with Development Coordinator to develop and organize each aspect of the programs
- Create reports to analyze and measure the progress towards the fundraising goals and the fundraising campaigns' effectiveness
- Be an active participant in all fundraising programs
- Take advantage of community relations, speaking engagements, fundraising events, and communication tools like newsletters and social media platforms to reach donors and sponsors

- Stay up to date on fundraising trends
- Ability to measure impact and sustainable outcomes of organization's programming
- Performs other duties as required

Required Qualifications:

- Bachelor's degree in marketing or related field
- 5+ years of experience
- Experience in managing multiple team members in their day-to-day operations
- Proficient in Microsoft Office Suite or similar software, advanced proficiency in Excel
- Proven track record of quantifiable measured outcomes and impact
- Ability to measure outcomes of programming
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Strong commitment to UBF's mission

Preferred Qualifications:

- Master's in related field
- 3+ years of nonprofit experience



United Black Fund
of Greater Cleveland Inc