



## Job Description: Director of Resource Development

ToolBank seeks a proven, highly motivated, dynamic, and inspiring strategic leader with superior relationship skills and demonstrated success in building capacity and increasing revenue to join our team as the Director of Resource Development (DRD), working directly with the CEO and ToolBank USA Board of Directors. The successful candidate must have demonstrated success as a revenue builder, be a highly articulate communicator skilled at making a compelling case for support, be an effective writer, and have an authentic passion for the ToolBank.

### The ideal candidate will possess:

- A passion for ToolBank and a desire to play a key role in the development of a national nonprofit, specifically our mission, brand, and the expansion of the ToolBank network across the country
- Ability to create and implement systems and processes for effectively increasing funding, in-kind gifts, volunteers, and other resources to support and maintain the long-term growth of the ToolBank network
- Accountability, professionalism, and responsiveness to assertively represent the values of ToolBank through words, actions, and decisions
- Superior time, attention, and project management skills
- Strong business, planning, and financial acumen
- Ability to work remotely
- Ability to work well both as a team and independently, a self-starter
- Ability to be flexible in a rapidly changing environment; respond accordingly and multi-task
- Experience in relationship management. Strong interpersonal skills with intellectual and emotional depth, maturity, and collaborative skills to work effectively across all levels of the organization and with corporate, funding, and other partners.
- Demonstrated record of innovative and entrepreneurial leadership within the nonprofit, philanthropic, or private sector.
- Proven track record of developing successful partnerships with companies and proven track record of personally developing strategies, cultivation, solicitation, and stewardship of major and institutional donors at five to six-figure levels.
- Experience building a comprehensive fundraising operation that aligns multiple aspects of revenue development is preferred.
- Demonstrated experience training and working with executives, senior staff, and board members on development-related activities, providing them with quality support and increasing their comfort with and success in fundraising.
- Advanced understanding of nonprofit principles, including various federal and state funding requirements, IRS guidelines for donor and gift recognition, and grant management
- Ability to work and learn in various technology software platforms, specifically, advanced experience in Salesforce donor management
- A bachelor's degree + minimum of 5 years of leadership experience in a nonprofit directing role with a minimum of 5 years of direct fundraising experience

ToolBank team members must be passionate about the mission, solutions-based, think outside the box, be efficient and decisive, and display superior interpersonal skills. They must also maintain a sense of urgency and embrace change. Team members must be tech-savvy, accountable, and quick to revise

strategies based on a changing landscape. Ideal candidates will bring personal initiative, strategic thinking, and a natural ability to develop relationships through clear communication and personal warmth with various constituencies.

## **Position Reports to ToolBank USA's CEO**

### **Position Summary:**

#### **Director of Resource Development (DRD)**

Reporting to the CEO, the DRD plans, coordinates, and assures implementation of fund development strategies to develop donors and contributions to support the organization. The DRD will lead the creative development, design, implementation, and evaluation of fundraising strategies for the organization. They will ensure the development and maintenance of appropriate systems to fund development, including but not limited to volunteer and donor management, research and cultivation, gift processing, and recognition. They will maintain accountability and compliance standards for donors and funding sources.

The ability to work both independently and collaboratively is critically important for this position. This position plays a vital role in shaping and implementing the organization's overall revenue strategy and, as a member of the Leadership Team, advising on optimal revenue strategies. Essential priorities for the DRD will be to achieve or exceed current annual goals and to build a program that ensures long-term, sustainable, and transformative growth. The person will also have day-to-day responsibility for planning, implementing, and managing all fundraising-related activities, including engaging a larger, broader, and more diverse audience; managing and overseeing the grants process for ToolBank in collaboration with other ToolBank staff; and collaborating on all donor-facing marketing and branding efforts.

### **Major Responsibilities**

- Develops and coordinates aggressive fundraising strategies from individuals, corporations, foundations, city, state, and federal funding sources, and other private, public, and non-profit entities via annual giving, memorial gifts, major gifts, planned giving initiatives, and endowment-building activities.
- Oversee the preparation, writing, and timely submission of grant applications, application amendments, budget transfers, and all required grant reporting.
- Helps establish performance measures, monitors results, and helps the CEO develop board leads and evaluate the effectiveness of the organization's fund development program.
- Lead all aspects of the development strategy, working closely with ToolBank directors and staff and using motivational leadership.
- Provide strategic oversight of the donor database system and build a best practices environment to support the development of external engagement efforts.
- Be transparent and accountable in creating high-quality reporting in partnership with program staff for donors and progress reports for the Board of Directors.
- Cultivate effective relationships with the board, current partners, and others who can positively impact new revenue stream generation.
- With the CEO's direction, lead corporate partner cultivation, serving as primary relationship manager to solicit high-level gifts from a portfolio of current and prospective donors.
- Systematically identify, cultivate, and steward major gift donors.

## Additional Responsibilities

- Provide support in other ToolBank USA operations as needed
- Professionally and assertively represent the values of ToolBank through words, actions, and decisions
- Dedicate ongoing attention to personal and professional development
- Present ToolBank information as needed for conferences, webinars, and ToolBank special events

## Compensation & Benefits

- Competitive salary based on qualifications (\$85,000 - \$95,000)
- Flexible, employee-directed healthcare benefit
- 401k plan with employer match
- Flexible scheduling
- Cell Phone Allowance
- Professional development opportunities

**\*This position will require a background and reference check.**

- **Location:** This is a flexible workplace location and does not cover relocation. It will require 20% or more travel.

If you are interested, please send a cover letter and resume to [resume@toolbank.org](mailto:resume@toolbank.org). Please do not send your resume to staff as they will not be recorded.

ToolBank is a values-based organization that serves our affiliates, member agencies, volunteers, community partners, associates, funders, and suppliers with open hearts and equity.

- **Respect & Inclusion**—We believe in diverse and inclusive participation in our communities and intentionally strive to create a welcoming environment for all people, regardless of race, sex, age, gender identity, sexual orientation, or creed.
- **Integrity & Transparency**—We are committed to the highest standards of personal and professional integrity. We support transparency in our financial and operating standards and are committed to accountability.
- **Customer Service**—We are committed to accessibility, professionalism, and open communication focused on those we serve. Our goal is to exceed the expectations of all member agencies, volunteers, donors, and visitors.
- **Tool Stewardship**—We manage ToolBank resources responsibly to maintain inventory value, promote long-term viability, and ensure the borrower's responsible usage and care of the tools.
- **Safe Usage of ToolBank Tools**—We believe in our responsibility to foster and maintain strong relationships with our member agencies that promote responsible usage and care of ToolBank tools. We acknowledge our duty to practice sound stewardship in all activities with our member agencies related to promoting safety and responsible usage and care of the tools.
- **Community Building**—We have a responsibility to collaborate with our partners to best support the interests of the communities in which we serve.