**JOB TITLE: Resource Development Manager**

**Company Overview**

Spanish American Center, Inc. is dedicated to providing essential services and support to the community. Our mission is to empower individuals and families through various programs that promote education, health, and social well-being.

**Summary**

To assist in generating fundraising opportunities through campaigns targeting foundations, corporations, civic groups and individual donors Provide writing support for foundation and corporate grant requests and acknowledgement of all donor gifts. Maintain SAC website and social media accounts.

**Responsibilities**

* Assist with planning and implementation of activities relating to donor solicitations and other fundraising efforts, develop a Fundraising strategy and yearly calendar.
* Conduct research to identify potential funding sources and partnership opportunities.
* Writing grant proposals
* Work with management to help solicit corporations and civic groups for donations and other support
* Help with special fundraising events.
* Work with the accounting office to track fundraising income and status reports
* Prepare acknowledgement letters and special recognition events
* Represent SAC at various meetings and events, assist in mailings and write follow up letters
* Develop and maintain strong relationships with community partners and stakeholders.
* Perform other duties as assigned.

**Requirements**

* Proven experience in relationship management within a non-profit or similar environment
* Strong writing skills with experience in grant proposal and proposal writing.
* Excellent communication skills, both written and verbal.
* Familiarity with data collection methods and research techniques.
* Experience with email marketing platforms like MailChimp is a plus.
* Excellent organizational skills with the ability to manage multiple projects simultaneously.

If you are passionate about making a difference in the community and have the skills to manage resources effectively, we invite you to apply today! Join us at the Spanish American Center, Inc. in our mission to empower lives.

Job Type: Full-time

Pay: $64,350.00 - $70,200.00 per year

Benefits:

* 401(k)
* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

Ability to Commute:

* Leominster, MA 01453 (Preferred)

Ability to Relocate:

* Leominster, MA 01453: Relocate before starting work (Preferred)

Work Location: In person