



## Position Description

# Resource Development Manager

<b>Position Title:</b>	<b>Resource Development Manager</b>
<b>Reports To:</b>	<b>Executive Director</b>
<b>Status:</b>	<b>Full-Time, Exempt, Salary</b>
<b>Location:</b>	<b>Remote</b>

## POSITION SUMMARY

Southern Black Girls and Women's Consortium (SBGWC) is seeking a Resource Development Manager to serve as the organization's primary fundraising staff member. This full-time role is responsible for executing fundraising activities across grants, corporate partnerships, individual giving, and campaigns, in close partnership with the Executive Director and organizational leadership.

The Resource Development Manager will play a critical role in supporting the organization's growth by implementing fundraising strategies, managing donor and prospect pipelines, coordinating fundraising campaigns, and leading grant writing and reporting efforts. Strategic direction, high-level donor relationships, and fundraising priorities are shared responsibilities across leadership, with this role focused on execution, coordination, and relationship management.

This position reports to the Executive Director and works collaboratively with program, communications, and leadership teams to align fundraising efforts with organizational priorities.

## KEY RESPONSIBILITIES

### Fundraising Execution & Pipeline Management

- Implement the organization's fundraising strategy in partnership with the Executive Director.
- Manage foundation, corporate, and individual prospects, including cultivation, solicitation support, and stewardship activities.
- Conduct prospect research to identify new funding opportunities aligned with SBGWC's mission and programs.
- Maintain accurate and up-to-date donor and prospect records in the donor management system.

- Track fundraising activity and progress toward goals; prepare regular reports for leadership.

## **Grants & Institutional Giving**

- Lead the preparation, writing, and submission of high-quality grant proposals, letters of inquiry, and funding reports.
- Maintain a grant calendar and ensure timely submission of proposals and reporting requirements.
- Collaborate with program staff to gather information, outcomes, and data needed for proposals and reports.
- Support relationship management with institutional funders in coordination with the Executive Director.

## **Campaigns, Events & Sponsorship**

- Support the development and execution of fundraising campaigns, including Giving Tuesday, Black Philanthropy Month, Women's History Month, and year-end appeals.
- Coordinate donor engagement initiatives and small- to mid-scale fundraising events as needed.
- Support corporate sponsorship outreach and fulfillment, including proposal preparation and stewardship deliverables.
- Assist with donor communications and campaign messaging in collaboration with the communications team.

## **Stakeholder & Board Engagement**

- Serve as the primary day-to-day point of contact for fundraising activities and donor inquiries.  
Support leadership with fundraising efforts by providing research, materials, talking points, and follow-up support.
- Participate in donor meetings alongside the Executive Director as appropriate.

## **Skills & Abilities**

- Self-directed, organized, and execution-focused fundraiser comfortable working independently.
- Strong grant writing and proposal development skills.
- Experience managing donor or prospect pipelines and tracking fundraising activity.
- Excellent written and verbal communication skills.
- Ability to collaborate effectively across teams and with senior leadership.
- Comfort working in a growing organization with evolving systems and processes.
- Commitment to the mission and values of Southern Black Girls and Women's Consortium.
- Experience raising funds for historically marginalized or under-resourced communities strongly preferred.

- Experience supporting individual giving campaigns or event sponsorships is a plus.

## Education & Experience

- Bachelor's degree required or equivalent professional experience.
- 3+ years of experience in fundraising, development, or grant writing.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Experience using donor management or CRM systems.
- Ability to travel occasionally for donor meetings or organizational events.

## POSITION DETAILS

- Full-time, fully remote position with benefits but must reside in one of our 13 states
- Compensation is commensurate with experience, skills, and geographic location.
- This role is expected to evolve as the organization's fundraising function grows

### About Southern Black Girls and Women's Consortium

The [Southern Black Girls and Women's Consortium](#) (SBGWC or The Consortium) is a collective working to advance the movement for Black girls and women across 13 southeastern states through girl centered grantmaking, impactful events, and narrative shift. Founded by four Black women with deep roots in movement building and anchored by their institutions: the Black Belt Community Foundation, the Fund for Southern Communities and Truth Speaks Innovation Foundation, Southern Black Girls channels greater resources to underfunded Black women-led organizations that, intentionally, support and empower Black girls and women in the South.

Southern Black Girls and Women's Consortium serves Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

The SBGWC seeks to shift philanthropy. According to research Black women and girls receive less than one percent of the \$4.8 billion of philanthropic funds allotted to the south. The SBGWC invests in projects, leaders, and organizations that are underfunded through the following four funds:

- **Black Girls Dream Fund** - Designed to support the dreams of Black girls by supporting the organizations that care for girls The Black Girl Dream Fund supports education, community development, entrepreneurship, health, travel and cultural exposure, and wellness and safety.
- **Black Girls Defense Fund** - This discretionary fund provides family and legal support for Black girls and women in need
- **Innovation Fund** - This fund allows Black women and girls the space to dream, experiment, and innovate. It provides startup funding for small businesses led by Black girls and women as well as funding for new ideas.
- **Collaborative Partnership Philanthropy Fund**- The Consortium partners with its philanthropic peers to expand their efforts to focus on Black women and girls and/or establish funds for Black girls and women.