



Columbus Parks & Recreation Department Position Description

Position Title:	Project & Resource Development Director
Application Deadline:	September 20, 2019
Status:	Full Time Salary Exempt
2019 Salary Range:	\$45,138 - \$56,423
Department:	Parks & Recreation
Reports to:	Director of Business Services & Director of Parks & Recreation
Supervises:	0 Employees

Grant Writer Needed!

Summary of Functional Responsibilities:

The Project & Resource Development Director is responsible for supporting the Parks & Recreation Department through fundraising, resource development, cultivating and strengthening community partnerships, recruit and manage volunteers, and assisting with capital improvement projects. This person will utilize the Department's Master Plan, Strategic Plan, and Capital Improvements Plan to prioritize projects and fund development efforts in support of the Parks & Recreation Department, Park Board and Park Foundation.

Specific Duties of the Position:

- Assists with the planning, design, and construction of capital projects within the Parks & Recreation Department.
- Assists with the future Capital Project Budget process in cooperation with the Director of Parks & Recreation, Director of Business Services, department directors and managers.
- Facilitate, design and construct future people trail projects.
- Communicates, interacts and supports managers and facilities within Parks & Recreation in order to enhance fundraising and service opportunities.
- Negotiates and secures major sponsorships, grants and donations through the Park Foundation to help support the various programs and facilities within the Parks & Recreation Department (ex. Chuck Wilt Youth Scholarship Fund, Special Swim program, the People Trail Network, etc.).
- Identify, track and apply for private foundation, state and federal government funding opportunities to support Parks & Recreation operating, special projects, and capital needs.
- Develops and strengthens community partnerships to enhance city parks, facilities and programs.
- As a Parks & Recreation Department employee, this individual will serve as the liaison between the Parks & Recreation Department and the Park Foundation. The primary objective as liaison is to communicate the needs of the Parks & Recreation Department to the Park Foundation and to foster collaboration between these stakeholders to fund and support those needs.
- Under the direction of the Director of Business Services and Director of Parks and Recreation, collaborates with the Park Foundation Board to develop and implement a long-term strategy to build the Park Foundation into a major external funding resource for the Parks & Recreation Department.
- Creates a comprehensive resource development plan that will benefit the Department of Parks & Recreation on an annual and long range basis. This plan will act as a roadmap for future resource development. This plan will be reviewed by Park Foundation and approved by the Director of Business Services, Director of Parks & Recreation and the Park Board.
- Encourages donors to consider planned gifts or major gifts to the Park Foundation.
- Works with the Director of Business Services, department directors and managers, and the Park Foundation to conduct annual fundraising efforts.

- Ensures all fundraising programs and events are delivered in a safe and high quality manner.
- Develops and maintains ongoing contacts and relationships with volunteer groups who assist in the facilitation of parks special events and programs as well as standalone (trash pickup, tree plantings, etc.) and ongoing volunteer programs (i.e. Adopt-a-Trail).
- Represents the Parks & Recreation Department and the Park Foundation in a courteous, professional and friendly manner.
- May work from other Park and Recreation facilities to cover paid time off given to employees to deliver good customer service for all park facilities.
- Completes multiple tasks without direct supervision
- Provides the highest quality customer service
- Performs all other duties as assigned

Education and Experience:

- Bachelor's Degree in a related field required with 1-3 years of experience desirable.
- Grant writing experience required
- Excellent communication skills required
- Non Profit experience desirable
- Must have a valid Indiana Driver's License

Judgment:

- Work is of a high degree of difficulty and complexity and is performed under direction of the Director of Parks & Recreation, with considerable latitude granted for exercise of independent judgment.

Supervisory Responsibility:

- The Projects & Resource Development Director supervises a variety of contractors and volunteers on various projects, but has no direct reports.

Relationships Responsibility:

- Provides the highest service standards possible when working with fellow employees and customers (internal & external).
- Establishes and maintains strong relationships with donors and volunteers.

Working Conditions:

- Works regular business hours.
- Requires some evenings, weekends and mandatory overtime

Note: This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.

This position is also subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-work testing and follow-up testing.

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