



NETWORK AND RESOURCES MANAGER

Job Description

Prosperity Indiana supports a network of organizations that builds vital communities and resilient families. Prosperity Indiana advocates for public policies and assists the network in developing comprehensive solutions that engage local leadership to generate private and public investment.

Summary of Responsibilities

The Network and Resources Manager is the lead staff person for the Assets and Opportunity Network. The position will develop a work plan for the Indiana Assets and Opportunity Network, which will outline strategies to build Network capacity, help Network members deliver measurable asset-building outcomes, and change public policy to support asset-building strategies. The Network and Resources Manager works in partnership with the Policy Director and Asset and Opportunity Network partner agencies to build the Network and deliver on its work plan. Additional networks may be developed to build engagement and capacity across Prosperity Indiana's membership.

The Network and Resources Manager will also support fundraising strategies that generate resources for all Prosperity Indiana programming. The position will document and communicate the Prosperity Indiana mission and programs, benefits of membership, and tell the story of impact for Prosperity Indiana member organizations to raise funds. This includes identifying and soliciting individual and corporate donors, establishing an annual giving campaign, and supporting grant writing through initial drafting.

Responsibilities

- Convening and staffing the Indiana Assets and Opportunity Network steering committee
- Provide written updates and reports of activities to Network members on a regular basis

- Develop a Network work plan with the steering committee, and exercise leadership and capacity building to achieve the goals of the plan
- Maintain the Network member database and other online capacities, including website, forums, webinars, etc.
- Serve as liaison with other organizations and networks to promote coordination
- Facilitate data collection necessary for assessing and evaluating Network health and effectiveness of network activities
- Budgeting, fundraising, and reporting to funders on the work of the Network
- Advance the expansion of the Community Loan Centers payday loan alternative by generating resources to grow the program statewide
- Develop a program of sponsorship for Prosperity Indiana activities
- Innovate with new fundraising and sponsorship strategies
- Manage donor database and donor acknowledgement process
- Communicate with key constituents to deepen relationships and secure investment
- Develop and maintain an annual calendar of funding opportunities
- Work with the Executive Director and Bookkeeper to establish protocols for gift management

Qualifications

- Strong commitment to working in a mission-driven community development organization
- Passion for asset-building strategies
- Customer service oriented and the ability to work with diverse groups
- A track record of raising funds and management of donor and/or member relationships
- Highly organized with demonstrated ability to work on several simultaneous projects and enjoys tasks that involve attention to detail
- Must have solid research skills
- In-depth knowledge of organizational development and management principles
- Excellent verbal and written communication skills
- Willingness to do occasional statewide traveling and have dependable transportation
- Bachelor's degree in a relevant field

Classification: Exempt, Full Time, Permanent

Salary Range: \$35,000-\$45,000, depending upon experience

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The applicant may be required to perform job-related responsibilities and tasks other than those stated in

this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions not explicitly stated above are nevertheless understood to be essential to this position. These include, but are not limited to, attendance, getting along with others, working during normal business hours, effective time management and dealing with and working under time constraints, and other pressures associated with performing all aspects of this job. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform any essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) reasonable accommodation for the specific disability will be made for the incumbent/applicant as required. However, the incumbent/applicant must still be able to perform the essential functions of the position with or without such an accommodation.