

Job Title	Resource Development Officer	
Location	Cartwheel Foundation, Mandaluyong office	
Start Date	January 2010	
Job Description	The Resource Development Officer assists the Executive Director in conceptualizing, implementing, monitoring and evaluating Cartwheel Foundation, Inc's fundraising plans. The RDO is directly responsible for financial attainment that will sustain the foundation's short-term and long-term needs.	
Directly Reports to	Executive Director	
Required Competencies	Duties and Responsibilities	
<i>Fund Raising Management</i>	Internal	External
	<ol style="list-style-type: none"> 1. Develops, implements, monitors and evaluates specific sustainable fundraising strategies and programs for resource procurement and brand management for the foundation 2. Develops and implements work plan including all tasks and project activities 	<ol style="list-style-type: none"> 1. Writes proposals 2. Follow up possible fundraising leads (i.e. proposals, solicitations sent out) 3. Conducts presentation to funding agencies
<i>Communications and Marketing</i>	<ol style="list-style-type: none"> 1. Develops write ups of Presentation Materials for Endowment, Funding Agencies, and for General Information 2. Develops write ups of Marketing Materials such as but not limited to: Brochures, Banners and Posters, News for Website, Updates for Blog, and assists in the Newsletters 3. Handles PR or Email announcements 4. Maintains communications with donors and Action email contacts 	
<i>Secretarial</i>	<ol style="list-style-type: none"> 1. Requests and liquidates cash advances for resource generation 2. Documents files pertaining to Resource Development 3. Prepares company ephemerals like TY packs, Bday Cards, Plaques of Appreciation, etc 4. Creates, updates, and maintains database specifically information, files and inventories of CFI materials related to Resource Development 	
<i>Team Work (amicable working relation)</i>	<ol style="list-style-type: none"> 1. Maintains good working relationship with all CFI staff. 2. Coordinates with CFI Fundraising Team. 	
<i>Others:</i>	Performs other duties relevant to the job as required from	

	time to time.
Job Specifications	<p>College Graduate from a reputable university, preferably from humanities or management field</p> <p>Work experience on resource development an advantage</p> <p>Social development work experience an advantage</p>
Selection Criteria	<p><i>Knowledge:</i> Must have knowledge in project planning, implementation and evaluation.</p> <p><i>Experience:</i> Must have previous work experience with resource generation projects, promotions or marketing.</p> <p><i>Skills and Abilities:</i> Must have excellent communication skills especially in writing and preparing reports. Should be highly proficient in English and Tagalog. Computer literate.</p>