



The St. Rest Community Economic Development Corporation is a local 501c3 Community Benefit Organization anchored in the heart of Southwest Fresno. Our Mission is to develop and support community-based strategies that increase economic opportunity and improve the quality of life for a sustainable Saint Rest neighborhood.

The Executive Director is the driving force of the work for the St. Rest EDC and works closely with the Board to bring strong vision, programming and partnerships that help us meet our missional goal.

Roles and Responsibilities

Administrative

- Work closely with St. Rest EDC Board in all aspects of work.
- Work closely with bookkeeper on oversight of financials.
- Be liaison between St. Rest Church leadership and St. Rest EDC Board.
- Provide financial statements and other work-related reports to each EDC Board meeting.
- Work closely with Board Chair on developing agenda for each Board meeting.
- Create and maintain budget each fiscal year.
- Assist in creation of programs for community.

Program/Grant Management

- Ensure program implementation and required deliverables are accomplished on time, target and budget, using effective monitoring and evaluation systems to measure desired impacts.
- Oversee multiple grants and their respective deliverables, as well as adhering to donor requirements and regulations.
- Create detailed work plans and make any revisions that are necessary based on project performance.
- Work with Finance staff to ensure expense charges are allowable, allocable and reasonable; and follow up to ensure errors are corrected. Work on budget planning and monitor monthly budget versus actual expenditures; compile and analyze forecasts and budget submissions.
- Draft and manage agreements and sub grants with external consultants and vendors, including processing invoices.
- Ensure timely, accurate narrative and financial reporting to funders, including reviewing interim and final narrative grant reports and coordinate with relevant internal departments on submission of reports.
- Serve as the key point of contact for funders on assigned awards, ensuring timely and effective communications to Funders.
- Maintain knowledge management systems (ensuring award files are kept up to date in consistent manner to support backstopping and handover).

Fund Development & Grant Writing

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Manage the proposal submission process to ensure timely submission of all required materials.
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants

- Oversee yearly fund raising banquet
- Build individual, business, church and corporate donor base

Community Engagement

- Manages strategies for engagement of people (both in and out of the workplace) in opportunities to support community goals. Includes designing, implementing and evaluating innovative individual and corporate engagement services and experiences for year-round strategic engagement, including those related to affinity groups, ad hoc corporate engagement projects, and seasonal events and initiatives.
- Designs and manages community engagement services, experiences and initiatives.
- Manages community engagement-related technology processes to support organizational customer relationship culture, including customer relationship management (CRM) and technology software related to developing and registering volunteers for projects.
- Advocate for residents to have a voice and a seat at the table of policy and planning discussions.

Special Events Coordinator

- Support the execution of large-scale meetings and events that run smoothly through proper planning/managing details to ensure the vision and goals are clearly communicated.
- Recruit volunteers from the church and community-at-large to execute the following:
- Secure venues for select events based on needs.
- Cultivate relationship with vendor, venue, and industry contacts.
- Serves as the Production Manager for all events. This includes serving as the primary liaison between content development, audio visual, and venue set up details. This also includes development of minute by minute details, run sheets, timelines, speaker care, and presentation support.
- Support programmatic (non-teaching) needs of events including registration, set up, tear down, accommodations, food and beverage, audio visual, security, resources, merchandise, and other materials necessary for successful event.
- Oversee some pre- and post-event logistics, such as shipping and receiving, support program presenters and performers with their program preparations and onsite needs.
- Serve as the onsite manager for select events to insure proper execution of planned details.

Salary and Hours

This position would be hired as an independent contractor working, on average, 25 hours a week. The hourly rate of pay would be in the range of \$20-25 an hour, depending on applicants experience.