

Employment Opportunities

EO-517

February 27, 2025

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:
www.leadingagewi.org/services-education/employment-opportunities.

EO-1117 **Director of Resource Development and Engagement – Kaukauna, Wisconsin**

POSITION OVERVIEW:

Under general supervision of the CFO, the Director of Resource Development and Engagement is responsible for developing, implementing, and managing strategies that allow our associates and our organization to grow and flourish. The **Director of Resource Development and Engagement** is a dynamic leadership role responsible for fostering a thriving workplace culture, enhancing employee retention and engagement, and securing third-source funding to support the organization’s mission. This individual will champion initiatives that reinforce our values and strengthen our community. Additionally, they will support fundraising efforts, grant writing, and community engagement strategies to expand financial resources.

Reporting to the **Chief Financial Officer (CFO)**, the Director will collaborate closely with Human Resources, Operations, and Mission Integration to ensure our workforce feels valued, supported, and deeply connected to our Catholic, non-profit mission of service to aging populations.

KEY RESPONSIBILITIES:

Culture and Employee Engagement

- Develop and implement **employee engagement strategies** that enhance retention, satisfaction, and a sense of purpose in alignment with our mission.
- Foster a culture of **belonging, recognition, and professional growth**, ensuring employees feel valued and supported.
- Design and facilitate **leadership and staff development programs** that emphasize community, mission, and shared purpose.
- Collaborate with HR to assess and improve **employee retention initiatives**, leveraging feedback and best practices.
- Lead internal **communications and storytelling efforts** to celebrate staff achievements, milestones, and the impact of our work.

- Support new associates through their orientation and onboarding process to ensure smooth integration into our organizational culture strategies and job responsibilities.
- Oversee the Associate Enrichment Day experience which includes planning, coordinating, and ensuring associate experience is positive.
- Oversee employee recognition programs, including “Kindness Matters” initiatives, awards, and other events to celebrate achievements.
- Plan the Annual Associate Appreciation Banquet in coordination with other team members.

Fundraising, Grant Writing, and Community Resource Development

- In coordination with and at the direction of the CEO and/or CFO, identify, cultivate, and secure **third-source funding opportunities**, including grants, corporate sponsorships, and major gifts.
- Assist with the development and submission of **compelling grant proposals** to government agencies, foundations, and philanthropic organizations.
- Support and foster **relationships with previous and new donors**, ensuring continued engagement and stewardship.
- Partner with Finance to track and report on **grant funding allocations and outcomes**.
- Organize and support **fundraising campaigns, donor events, and special initiatives** to enhance financial sustainability, including the SPES Annual Appeal.
- Manage routine donations to SPES through established processes and use of donor/development software.

Community Engagement and Strategic Partnerships

- Collaborate with the Director of Corporate Advancement in building partnerships with businesses, faith communities, and civic organizations.
- Work with mission-aligned organizations to **develop collaborative initiatives** that support both workforce engagement and resource development.
- Represent the organization at **conferences, networking events, and community forums** to increase visibility and impact.

QUALIFICATIONS

- **Passion for the mission** of Catholic aging services and a deep commitment to fostering a purpose-driven workplace culture.
- Bachelor’s degree in Nonprofit Management, Business, Human Resources, Communications, or a related field
- **5+ years of leadership experience** in a combination of employee engagement, fundraising, grant writing, or nonprofit development.
- Strong communication, storytelling, and relationship-building skills to engage employees, donors, and community partners.
- Knowledge of **best practices in workplace culture, retention strategies, and diversity initiatives**.
- Ability to **collaborate** and work effectively with leadership, staff, and external partners.
- Strong project management skills and ability to juggle multiple priorities and meet deadlines.

Interested applicants can apply online at: <https://careers.stpaulelders.org/>.