

## Development and Community Relations Professional

Community Resources, one of Staten Island's largest and most experienced voluntary service providers, is seeking a Development and Community Relations Professional to assume the Director's position.

Non-profit experience working with people with intellectual/developmental disabilities and NYS OPWDD is required. Candidates should have a B.A. degree, excellent communication skills and be knowledgeable in all types of fundraising including developing private foundation proposals, completing government and other discretionary funding applications, direct mail campaigns, and coordinating special events including an annual dinner dance and companion journal. The person holding this position will represent the Agency at all outside transition and resource fairs, workshops, the SI Developmental Disabilities Council and meetings with local elected officials and representatives of other organizations in the field; the director is also responsible for marketing including publication of the Agency newsletter and program brochures and will oversee all social media activities and possess computer skills. Supervisory experience is preferred.

Qualified candidates are required to have their own vehicle. Community Resources offers a comprehensive benefits package and salary is commensurate with experience and expertise. Please send your resume, references and a writing sample to:

Community Resources  
Attn: Teresa Claro, Director  
Human Resources  
3450 Victory Blvd.  
Staten Island, New York 10314