

**Job Title:** Resource Development Director

**Organization:** Big Brothers Big Sisters of the Permian Basin

**Location:** Midland, TX

**Closing Date:** 03/19/26

**Job Description:**

The Resource Development Director will have the primary responsibility of seeking funding through solicitations, fundraising events, and grant writing, and overseeing the marketing and advertising needs of the agency. Additionally, the Resource Development Director will lead recruitment for volunteers and youth to participate in the agency's programs. The Resource Development Director ensures collaboration and alignment with other internal departments and advocates for support from community partners. The mission of our agency is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**Qualifications:**

A documented bachelor's degree from an accredited college or university is required. Demonstrated grant writing capability. Previous public relations experience demonstrated marketing or sales skills preferred. Spanish language skills preferred but not required. Driver's license, access to reliable transportation, and clear background check required. Microsoft Office experience is preferred.

**Job Responsibilities:**

Acquire human and financial resources to achieve organizational missions and objectives. Work directly with the Board Vice President of Recruitment and facilitate committee meetings. Schedule and conduct volunteer recruitment and youth outreach initiatives to increase the number of children served. Serve as a public advocate for the agency. Attend community fairs or other PR functions (which may be held on weekday evenings or weekends) to increase BBBS visibility and public awareness. Train volunteers to speak on behalf of the agency. Work with print, television, and radio media outlets to maximize agency exposure. Act as a local coordinator for national media campaigns. Assure that the BBBS of the Permian Basin website and social networking sites are maintained. Produce a quarterly newsletter and/or postcard campaign for the agency. Participate in the local United Way campaign as requested. Assist with special event fundraisers. Research funding opportunities for the agency and prepare annual schedule of grant writing activity. Prepare and deliver foundation and corporate grant proposals within deadlines. Attend professional development seminars/conferences as requested. Cultivate corporate and individual donors. Occasional light work that could include moving objects up to 20 pounds.

**Job Skills:**

Familiarity with the educational and social service systems and child protection practices and laws. Excellent organizational and time management skills with the ability to manage a multitude of tasks with a strong attention to detail and follow through. Exceptional written and verbal communication skills reflecting outstanding customer service. Ability to think critically, effectively provide responsive coaching, and draw solid conclusions based on information provided. Comfortable engaging in challenging conversations with excellent conflict management and interpersonal skills and the ability to solve social and emotional situations. Able to work both independently and as a team member. Relate effectively to diverse groups of people from varied social and economic communities. Able to work on a flexible schedule but primarily Monday through Thursday 8AM- 5PM and Friday 8AM – 12PM and the occasional after-hours events.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or required skills. Employees must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodation will be provided to enable employees to perform the essential function of their job, absent undue hardship. Contents may be subject to change to meet the needs of the organization.

**How To Apply:**

Email resume to [J.hayes@bbbspermianbasin.org](mailto:J.hayes@bbbspermianbasin.org)