

**Job Title:** Director of Resource Development

**Reporting to:** Executive Director

**Status:** Full-time; Exempt

**Compensation & Benefits:** \$41,000-\$45,000 dependent upon qualifications and experience, plus benefit plan after 90 days of continuous employment.

**Work Schedule:** Office hours of Monday-Friday, 8:00-5:00 pm. Must be able to work a flexible schedule, including early morning, evening and weekend work.

**Summary:** Provide strategic and operational leadership for resource development in support of United Way of the Greater Chippewa Valley's (UWGCV) mission to improve lives and create stronger communities. Oversees all aspects of UWGCV's resource development strategies and initiatives that includes the annual fundraising campaign, special events, affinity groups, planned giving, endowment and sponsorships. This position works closely with the Director of Marketing to plan and execute effective public relations, strategic communications and projects that build the United Way brand and strengthen relationships with key constituencies. This position leads and directs all Resource Development volunteers to maintain superior donor relationships and meet measurable revenue goals.

**United Way Professional Core Competencies:** Mission focused, relationship-oriented, collaborator, results-driven, brand steward.

**Key Duties and Responsibilities:**

*Community Campaign Planning and Organization, Relationship Management and Cross Functional Support*

- Responsible for managing and leading all RD lines of business including: corporate relations, major and planned gifts, new business/new partnerships, donor relations, and resource development operations
- Work with key volunteers and staff on the creation of an annual action plan aligned within the organizational strategy
- Organize and develop an effective campaign structure
- Ensure that year-round workplace development serves as a primary touch point where UWGCV can most effectively link individual's philanthropic aspirations and community needs
- Assure the recruitment, training and motivation of all volunteers within the fundraising division
- Track results, analyze the progress of annual goals and metrics and make recommendations as needed
- Work with Exec. Director and accounting staff in developing budgets and assume the responsibility for their administration
- Assist the Exec. Director in establishing and developing appropriate operating policies and procedures affecting RD initiatives
- Keep apprised of current and evolving resource development trends, as well as economic, political, technical and general business trends that may impact UWGCV's resource development results
- Updates skills regularly to enhance knowledge of resource development best practices
- Represent UWGCV at public functions

*Special Events*

- Oversee, manage and execute annual golf tournament
- Workplace campaign and donor related events such as Chippewa Valley Spirit Awards, Celebrate the Circle, etc.

*Affinity Groups*

Oversee, manage, and implement all aspects of the Emerging Leaders Society including:

- Leadership development opportunities
- Social events and networking
- Community Service
- Membership
- Communications with group members
- Staff liaison for Advisory Council
- Development of materials
- Other duties as assigned by Executive Director

**Qualifications:**

- Bachelor's degree (preferred) in a related field (e.g., public relations, marketing, business, etc.)
- At least two years of experience working with groups and organizations in a community environment
- Fundraising or business development experience preferred
- Demonstration of client relationship management
- Proficiency using computers, including MS Office, the Internet, and databases
- Strong written and oral communication skills, specifically public speaking
- Strong relationship- and team-building skills
- Able to manage multiple projects simultaneously
- Volunteer management experience
- Capable of working effectively and exercise sound judgement with limited supervision
- Able to maintain confidentiality regarding sensitive information
- Willingness to collaborate with United Way staff on other initiatives and activities as a representative of Resource Development

**Physical Demands/Work Requirements:**

- Skill and manual dexterity in the use of computer keyboard
- Physical exertion, including bending, standing and walking. Must be able to move or carry objects and materials
- Must be able to lift approximately 25 pounds occasionally
- Valid driver's license with acceptable driving record