

Job Title: Director of Resource Development

Reporting to: Executive Director

Status: Full-time; Exempt

Work Schedule: Office hours are flexible but are to include a minimum of 40 hours per week of work, not including lunches and breaks. There are cases where early morning, evening, and weekend work is necessary.

Summary: Provide strategic and operational leadership for resource development in support of United Way 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 include the annual fundraising campaign, affinity groups, planned giving, endowment and sponsorships. This position works closely with the Creative Director and the Executive Director 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 (Campaign Cabinet) 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

- Manage and lead corporate relations, major and planned gifts, new business/new partnerships, donor relations, and resource development operations
- Create annual action plan aligned within the organizational strategy in collaboration with staff and volunteers
- Develop annual campaign structure, keeping in mind changing priorities of donors and current community needs
- 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 Campaign Cabinet
- Track results, analyze the progress of annual goals and metrics and make recommendations as needed
- Create and manage annual resource development budget
- Establish and develop operating procedures affecting resource development
- Keep apprised of current and evolving philanthropic trends
- Represent UWGCV at events in Chippewa and Eau Claire counties

Special Events

- Lead annual golf tournament planning
- Workplace campaigns and donor related events such as Gratitude Gala, Celebrate the Circle, etc.

Affinity Groups

Participation in the oversight of the Emerging Leaders Society including:

- Ensure alignment with UWGCV priorities
- Encourage involvement in annual UWGCV campaign
- Provide leadership development opportunities
- Support development of materials
- Recruit and support Advisory Council Chair and the work of that role including:
 - Events, including social, networking, or community service
 - Membership
 - Communications with group members

Qualifications:

- Education and/or experience in business, marketing, fundraising/sales, or public relations
- 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 Office 365 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

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