

UNITED WAY OF SOUTHWESTERN INDIANA POSITION DESCRIPTION

Position: Resource Development Director
Department: Resource Development
Immediate Supervisor: President/CEO
Provides Supervision to: Development Coordinator
Job Classification: Salary/Exempt, Full-Time, M-F with occasional weekend or evening

Purpose and Scope of Job:

The Development Director is responsible for the development and execution of a comprehensive plan for revenue generation and year-round stewardship of key relationships. This role provides both the leadership and support to meet our community's ongoing needs and to grow UWSWI's philanthropic network. In addition, the Development Director will guide and support a variety of volunteer-led committees, workplace champions, and Campaign leadership, with the goal of maximizing financial resource potential. The Director must be adept in soliciting charitable support, relationship management, project planning, and communication.

Essential Responsibilities

Revenue & Resource Generation

- Lead the development and implementation of a comprehensive, innovative development plan with clearly defined goals, timeframes, and metrics that maximize financial resources
- Use data to measure progress against key metrics and adapt to facilitate continuous improvement
- Identify potential opportunities to increase revenue, including affinity groups and the re-engagement of lapsed donors
- Equip Campaign volunteers with resources to support successful implementation of the Campaign, including training, sample strategies, and messaging
- In conjunction with the Finance Department, ensure proper handling and management of donor data within the Andar donor database system
- Represent United Way at various community events
- Identify potential grant funding sources to support UWSWI Pathways or internal programs, including writing grants or assisting a grant-writer and coordinating grant reporting

Relationship Management

- Build, maintain, and steward year-round relationships with Campaign Cabinet volunteers, key corporate contacts, and Leadership donors with the goal of expanding opportunities and increasing revenue
- Research, identify, and develop relationships with business and individual prospects, sharing the United Way value proposition through in-person meetings and strategic communication
- Develop strategies to assist in the recruitment of key campaign leadership volunteers and cultivate their engagement
- Solicit constructive feedback from Cabinet, committees, and donors to identify areas for continuous improvement of processes, messaging, or implementation
- Ensure proper recognition and acknowledgement of donations, sponsorships, and in-kind services; including, but not limited to, donor events, communications, and advertisements

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Campaign Management

- Develop yearly Campaign plan, budget, key events, and timelines to ensure smooth implementation of campaign activities
- Track revenue generation, retention, and business activity throughout the year; update projections to target, and conduct the appropriate account analysis to build and refine business goals
- Create and maintain a variety of reports for various Cabinets, Committees, volunteers, and UWSWI Leadership, succinctly capturing Campaign activity and progress toward goals
- Facilitate ongoing communication among the Campaign Cabinet and Committees by hosting calls, in-person meetings, or providing regular email reports
- Ensure proper planning, implementation, and follow up for a portfolio of workplace campaigns

Leadership & Supervision:

- Provide direct reports clear direction and support to achieve department/individual goals
- Foster regular, open communication and constructive feedback in evaluating performance, promoting accountability and alignment with organizational vision and values
- Identify opportunities for training and professional development

Core Competencies:

- Strategic
- Results-oriented
- Exceptional communicator
- Empathetic
- Problem-solving

Qualifications & Requirements:

- Bachelor's degree in business, marketing, or nonprofit management with at least 5 years fundraising experience; will consider a combination of education, training, and related business experience (sales/relationship management)
- Proven track record of soliciting and securing donations, sponsorships, or major gifts
- Advanced project management skills, with demonstrated attention to follow-up
- Demonstrated ability to plan the development of new revenue streams (both short- and long-term) and ability to bring them to fruition
- Exceptional interpersonal and communication skills (written and verbal); ability to build relationships and influence a diverse range of people
- Experience with donor or Customer Relationship Management (CRM) databases preferred
- Proven self-starter and team player, leading projects independently and demonstrating proficiency in identifying solutions and opportunities
- Demonstration of strong analytical skills in evaluating and interpreting fundraising data
- Strong presentation skills, confidently articulating messages in group and individual settings
- Experience with grant writing and/or grant reporting is a plus
- Demonstrated proficiency with MS Office and other common software applications
- Valid driver's license; required minimum insurance coverage and daily access to reliable transportation

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Physical Requirements:

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 20 pounds; talk or hear, read, use hands to handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, and copy machine.

By signing this job description, I understand the nature and basic expectations of the position as defined by, but not limited to, the information outlined above.

Employee

Date

Supervisor

Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive. It is understood that the employee will also perform responsible related business duties if required by the immediate supervisor or Chief Executive Officer. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or an implied contract.