

United Way Fox Cities Job Description

Job Title: Associate Director of Resource Development
Department: Resource Development
Reports to: Director of Resource Development
Status: Full Time
FLSA Classification: Exempt
Date: May 2024

Mission:

United Way Fox Cities (UWFC) improves lives by bringing diverse people together to build a stronger, more caring community for everyone.

Core Values:

Accountability, Community, Caring, Integrity, Commitment

Summary:

The Associate Director of Resource Development engages current and potential United Way Fox Cities donors through year-round management of individual and corporate account portfolios. The Associate Director of Resource Development is responsible for maintaining and building new and existing partnerships to foster donor engagement, strengthen corporate campaigns, solicit new and ongoing sponsorships, and generate new revenue for the organization. Responsible for ongoing donor cultivation through engagement activities, developing account plans, providing revenue forecasts, and recording donor activity.

While each position is measured on individual activities, the team is highly collaborative, and ongoing coordination and communication are essential in reaching organizational goals.

Duties/Responsibilities:

- Articulate UWFC's mission and vision to individual donors, corporate partners, and community audiences through group presentations and individual conversations.
- Work with Director of Resource Development and UWFC leadership to set measurable goals related to donor acquisition and retention.
- Identify innovative ways to deepen donor engagement and cultivate new, existing, or lapsed donor relationships (sponsorships, corporations, businesses, corporate foundations, private foundations, Employee Resource Groups, etc.).

- Influence corporate partners and donors to deepen their engagement through events, volunteerism, engagement groups, programmatic work, etc., and increase their level of support and revenue to UWFC.
- Provide corporate partners with training and support to engage their networks and employees year-round through campaigns, engagement activities, impact groups, sponsorships, and volunteer opportunities.
- Respond to donor/partner questions and requests; resolve issues in a timely manner.
- Collect and record campaign data, evaluate results and proactively propose recommendations and improvements that lead to increased revenue to UWFC.
- Maintain detailed records and reports to develop projections and update forecasts.
- Track all donor and corporate activity in CRM in a timely manner.
- Maintain appropriate and consistent communication with new and existing donors, providing exceptional experience and relationship cultivation.
- Build meaningful, ongoing relationships with donors, volunteers, and advocates to encourage individual giving.
- Organize and execute special projects that support the greater development team and organizational goals.
- Continuously navigate the development process and donor cultivation cycle effectively.
- Collaborate with Resource Development, Marketing & Communication, Volunteer Engagement, and Community Development to strategically share information, cultivate, and steward partners through tactics such as newsletters, social media, etc.
- Maintain organizational relationships with community organizations including civic organizations, chambers, and associations.
- Represent UWFC at community meetings and events as assigned.
- Remain knowledgeable about UWFC's services and products, as well as issues impacting the community we serve.
- Participate in special events and community activities to raise UWFC's profile throughout the year.
- Other duties and responsibilities as assigned.

Education and Experience:

- Bachelor's degree or equivalent experience preferred.
- A minimum of three years' experience in business development. Fundraising experience is preferred.

Required Skills/Abilities:

- Ability to learn new skills, adapt to change, and adopt knowledge as you go.
- Exceptional interpersonal and organizational skills.
- Practical verbal and written communication skills.
- Demonstrated ability to work with others internally & externally.
- Ability to plan and organize projects with attention to detail.

- Ability to utilize computer software programs.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time with or without notice.

Work Environment:

Work is primarily performed in an office environment. This position requires regular movement inside the office to access filing cabinets, office machinery, etc. Attendance at meetings outside of the office is occasionally necessary. The position also includes remaining in a stationary position a portion of the time, either standing or sitting, and occasional lifting of up to 20 pounds. There may be exposure to repetitive work on the computer. Evening and weekend hours may be required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

Please click on following link which will direct you to the United Way Careers website:

<https://careers.unitedway.org/job/associate-director-resource-development-11732>