



Job Description

Job Title: Vice-President of Development
Department: Resource Development
Reports to: President/CEO
Status: Full Time
FLSA Classification: Exempt
Date: September 2025

Mission:

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

Summary:

The Vice President of Development serves as a key member of the Senior Leadership Team (SLT) at United Way Fox Cities, responsible for leading and executing a comprehensive fundraising strategy aligned with the organization's strategic plan and long-term sustainability goals. This role focuses on growing and diversifying revenue through major gifts, corporate partnerships, planned giving, and donor engagement. With a highly relational and strategic approach, the VP of Development works collaboratively across the organization to deepen donor relationships, expand philanthropic opportunities, and drive innovation in resource development.

Key Duties and Responsibilities:

Fundraising Strategy Execution:

Collaborate with the CEO and other senior leaders to develop and implement a comprehensive development strategy that aligns with UWFC's mission and goals and leads to a larger and more diverse revenue model.

Portfolio Management:

Manage a portfolio of major donors, stakeholders, and corporate partners. Cultivate relationships, identify new prospects, and engage in donor acquisition, solicitation, and stewardship activities to maximize financial support.

Donor Engagement:

Develop and maintain strong relationships with major donors and funding partners, ensuring personalized and meaningful interactions that reflect the unique interests and values of each donor. Design and implement a mid-level donor program to cultivate deeper engagement, strengthen donor retention, and create a pipeline for future major gifts through targeted outreach, recognition, and stewardship strategies.

Team Leadership:

Provide strategic guidance, mentorship, and support to the resource development team, fostering a collaborative and high-performing culture. Set clear goals and expectations, monitor progress, and offer regular feedback to ensure alignment with fundraising objectives and the organization's mission. Oversee professional development opportunities, encourage innovation, and remove barriers to success, empowering team members to build strong donor relationships and achieve individual and collective fundraising targets.

Volunteer Engagement and Events:

Work closely with the Associate Director of Community Engagement to identify and implement opportunities that connect donors with the impact of their giving through volunteerism and community involvement. Support key UWFC community and corporate events by contributing to planning, logistics, and on-site engagement, helping to strengthen relationships and elevate the organization's visibility.

Data Analysis and CRM Optimization:

Utilize data and analytics to track and evaluate the effectiveness of fundraising strategies, making data-driven decisions to enhance outcomes. Partner with internal stakeholders to optimize the use of the CRM system, ensuring accurate donor records, efficient reporting, and actionable insights. Leverage CRM capabilities to support segmentation, stewardship, and personalized engagement strategies that strengthen donor relationships and improve fundraising performance.

Report and Budget Management:

Develop and track fundraising projections and results. Report on fundraising activities and financial results for presentation to key stakeholders. Manage a budget related to fundraising activities.

Compliance:

Ensure that all development activities adhere to legal and ethical standards and are in compliance with relevant regulations and best practices.

Qualifications:

- Bachelor's degree in a related field, master's degree preferred.
- At least 7-10 years of experience in fundraising and development, with a proven track record of successfully securing major gifts, managing fundraising campaigns, and leading a team of fundraisers.
- Demonstrated ability to lead, coach, and develop a high performing team.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with donors and stakeholders.
- Proficiency in donor management software and data analysis tools.
- Knowledge of the Fox Cities community and its philanthropic landscape is a plus.
- A passion for the mission and values of United Way Fox Cites
- Ability to travel to events and meetings within the regional area.
- Willingness to work some evenings and weekends.

Required Skills/Abilities:

- Excellent written and verbal communication, presentation, and facilitation skills; Ability to speak in front of large and small groups.
- Strategic thinking and ability to analyze information, generate alternatives, and commit to decisions that are consistent with organizational values and center community needs.
- Ability to demonstrate outcomes and drive for results
- Ability to learn new skills, adapt to changing environment, and adopt knowledge.
- Demonstrates ability to innovate to address evolving community needs.
- Continuous improvement and growth mindset with commitment to continuous learning; experience with design thinking preferred.
- Builds trust of colleagues and community partners by demonstrating honesty, consistency, integrity, and transparency.
- Ability to work independently with minimal supervision, take initiative, and deliver results
- Ability to supervise and develop staff; motivate volunteers.
- Demonstrated interpersonal, organizational, and leadership skills.
- Experience in collaborative problem solving.
- Budgeting, computer, and use of database management skills.

Core Values Integration:

As a member of our team, you will be expected to demonstrate a commitment to our core values in all aspects of your work.

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.

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.