

United Way of Monroe County Resource Development Director Position Posting

Employee Classification: Exempt
Employment Type: Full-Time (*with 90-day probationary period*)
Reports to: Executive Director

GENERAL POSITION DESCRIPTION:

The Resource Development Director is responsible for developing and implementing plans that provide the organization the necessary resources to achieve strategic goals. Organizational leadership is provided in the area of fundraising and donor cultivation, management of development staff and interns, implementation of best practices, and directing individual and institutional giving. This position requires working closely with individuals and companies, workplace campaign coordinators, campaign chairs and committees, Indiana University officials, and volunteers to develop necessary and desired relationships and resources.

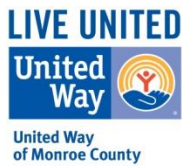
MAJOR AREAS OF RESPONSIBILITY:

Fundraising:

- Develop, implement, lead, and measure strategically-guided plans to sustain and increase revenue through workplace and corporate giving, individual contributions, leadership gifts, planned gifts and special events.
- Manage annual special events including campaign kick-offs and campaign celebration.
- Serve as a key spokesperson for the organization via conversations with donors, workplace meetings, presentations, tours, fairs, etc.
- Play a key role in developing marketing messages and campaign materials for effectively communicating call to action through printed materials, website, media relations, social networking, and other emerging technologies.
- Develop and share expertise for donor software ANDAR and similar applications; refine/manage best practices, data mining functions, mail list creation, and list accuracy.
- Bring a positive and caring attitude, strong work ethic, and ability to interact with a wide range of people using an approach that is ethical, diplomatic, persuasive, and credible.

Leadership Responsibilities:

- Provide ongoing leadership, training, and supervision for Resource Development staff members, including assignment of work responsibilities, participation in hiring process, and recommendations to remediate, discipline, and terminate employment relationships as necessary.
- Participate in strategic planning and implementation to accomplish UWMC's mission.



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- Participate in internal management group activities; coordinate with other agencies or departments to encourage participation with Resource Development team in programmatic efforts supporting UWMC's goals and initiatives.
- Monitor major changes in the marketplace, both philanthropic and economic, and provide strategic direction based on that information.
- Provide staff leadership and support to both internal and external committees, including the IU Campaign Cabinet, UW RD Committee, and/or Campaign Cabinet.

Evaluation and Measurement Responsibilities:

- Evaluate and analyze all resource development efforts and develop, with the Executive Director, appropriate strategies to address and improve results.
- Develop reports requested by volunteers, colleagues, workplaces, and UW associations.

Volunteer Development Responsibilities:

- Target and cultivate new sources of volunteer leadership throughout the community.
- Establish and maintain effective working relationships, training programs and support of key resource development volunteers and donors.

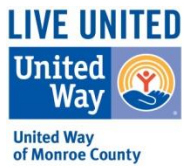
Work closely with:

- Executive Director in coordinating, integrating, and reporting on resource development activities and strategies.
- Finance Director in campaign performance, and matters related to payments and pledges and gift acknowledgements.
- Community Engagement Director and Executive Director in the development of campaign messaging and materials.
- Community Initiatives Director in developing grant income, and packaging impact products that meet the philanthropic interests of organizational donors and sponsors.

Other Responsibilities: Other duties as assigned by the Executive Director.

QUALIFICATIONS

- Bachelor's degree in related field and three to five years' relevant workplace experience.
- CFRE or equivalent certification preferred.
- Team player with strong organizational and project management skills, and attention to detail.
- Strong verbal and written communication skills, including public speaking and presentations.



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- Ability to establish contacts with various corporations, workplaces, and donors.
- High degree of professional integrity to deal ethically with confidential information.
- Ability to work under minimal supervision.
- Excellent computer skills and aptitude to learn ANDAR and other workplace software.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

No special physical demands beyond light lifting required to work in this fast-paced office environment. Non-smoking facility, limited wheelchair accessibility.

SALARY AND BENEFITS:

Position includes full benefits package. Salary commensurate with experience.

TO APPLY:

Please submit resume and cover letter to efrat@monroeunitedway.org by Friday, November 17th at 5:00pm.