

At this time, United Way of Florence County **is searching for a Director of Resource Development**. Please see below for a description. Please submit a resume and three professional references with contact information to Cameron Campbell at ccampbell@uwflorence.org.

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Position Title: Director of Resource Development

Reports To: President

Status: Full time

Salary: Based on experience

**Director of Resource Development**

The Director of Resource Development contributes to the achievement of United Way of Florence County’s mission and vision by leading fundraising and donor engagement strategies that secure the financial resources needed to sustain and grow the organization’s impact. The person in this position builds relationships with donors and partners including board members, develops campaigns, and oversees communications, activities, and events that inspire support.

**Major components of this position include:**

* Maximizing giving through workplace campaigns, individual donations, and sponsorships
  + Establishing and strengthening relationships with donors, employers, and the community to build donor loyalty, increase resources, and ensure a positive brand experience
  + Presenting United Way to local companies during workplace campaigns
  + Leading the training of campaign coordinators to implement and conduct successful workplace campaigns
  + Cultivating a robust Tocqueville Society of individual donors giving $10,000 or more annually
  + Initiating direct mailing campaigns for individual donations
  + Soliciting sponsorships for various events and initiatives
* Managing the Resource Development Committee
  + Scheduling and coordinating committee meetings and associated activities such as CEO lunch meetings
  + Preparing meeting materials
  + Equipping committee members with the information and tools needed to assist with resource development efforts
* Providing accurate data entry, tracking, reporting, and projecting
  + Maintaining campaign and donation records by inputting donor/donation information and updating regularly
  + Tracking and reporting campaign activity/history on at least a monthly basis for board meeting purposes as well as to ensure all necessary actions have been taken
  + Projecting campaign totals to aid in financial planning and goal setting

This outward-facing role will require the candidate to be a leader who has a demonstrated ability to build strong, mutually beneficial relationships. This individual should be self-motivated and have the self-discipline to manage United Way’s annual campaign and carry out other resource development duties and responsibilities.

A connection to United Way’s mission coupled with proven ability to generate support will be the winning combination for this role.

Specific programs used: Outlook, Word, Excel, Donation Tracker, GiveSmart

**Important skills to have for this position include:**

* Excellent verbal and written communication skills
* Advanced interpersonal skills and presentation skills
* Ability to review and interpret reports and graphs
* Goal setting, organizational, and problem-solving skills as evidenced by the ability to work independently
* Technology and data entry

**Work Environment:** United Way of Florence County strives to create a flexible work environment while being committed to positively impacting the needs of the community. The office is comprised of a small staff with individual responsibilities, however, working dynamically and through collaboration with the team is essential. We pride ourselves on having a high trust environment that we maintain through open and honest communication and support and respect for each other. With a continued focus on improvement and the limitations that come with nonprofit work, we all must be creative and think outside of the box to fulfill our mission to the best of our ability.

**Minimum Requirements:** Bachelor’s Degree preferred. Minimum of three years of experience in sales or fundraising with nonprofit organization experience preferred.