

Position: Resource Development Manager II

Reports To: Campaign Director

Position Status: Salaried position with full benefits, EOE

Scope of Position: Responsible for raising money for United Way through workplace fundraising activities, special fundraising initiatives and individual donor solicitation.

Essential Job Functions:

- Promote United Way's vision and mission in the community
 - Present the United Way message to community members and employees throughout Larimer County to raise money
- Manage accounts (companies) in assigned territory to increase revenue and donors
 - Solicit and secure corporate and employee donations
 - Collect pledge forms and donations
 - Keep accurate records of all interactions
 - Train, recruit, manage and support volunteer campaign coordinators
 - Provide excellent customer service to accounts
 - Update and maintain donor database
 - Engage with individual donors to renew gifts each year
 - Support and plan workplace special events
 - Develop and build relationships with accounts to increase engagement and support
- Implement and manage campaign fundraising and stewardship events such as the: Campaign Appreciation Social, Campaign Kick-off event, Anheuser-Busch Car Show, Xcel Golf Tournament
- Develop and maintain strong relationships with all constituents
 - Develop key partnerships throughout Larimer County
 - Network through professional organizations, service clubs and/or Chamber networking events
 - Provide good stewardship to accounts to retain their support
 - Steward corporate gifts
 - Engage in year-round relationship building with all accounts
- Establish new business relationships through prospecting
- Implement and manage departmental key activity plans, as assigned
- Implement, manage and support departmental special projects, as assigned

Other Job Functions

- Maintain excellent communication with all staff
- Attend and participate in Resource Development and other staff meetings
- Other duties as assigned

Skills and Specifications

- Demonstrated fundraising success
 - Dynamic, energetic and driven personality
 - Strong leadership skills with an aptitude for resourcefulness
 - Organizational skills, attention to detail, and analytic and strategic thinking
 - Effective written and verbal communication skills, as well as solid interpersonal skills
 - Ability to work independently, as part of a team, and in a flexible environment
 - Volunteer management experience
 - Capability to prioritize and manage a multitude of tasks
 - A self starter who takes initiative
 - Ability to work professionally and diplomatically with a variety of community members
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Education and Qualifications

- Bachelor's degree preferred
- Combination of fundraising and or account management experience and event experience required
- Proficiency with Microsoft Office required
- Experience working with a fundraising or equivalent sales database required

The above qualifications and duties are to be considered representative of the duties of the above-referenced role. This listing should not be considered comprehensive; over time, the needs of the organization and of this role may change.

Printed Name

Signature

Date

Supervisor Signature