

Position: Resource Development Manager

Reports to: Campaign Director

Position Status: Full Time, Exempt, 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
- Establish, 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
 - Implement and manage campaign related fundraising and stewardship events
- Establish new business relationships through prospecting
- Implement and manage departmental key activity plans, as assigned
- Implement, manage and support departmental special projects, as assigned
- Support organizational events as needed

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
- Attention to detail, organizational skills, 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

Education and Qualifications:

- Bachelor's degree preferred
- Fundraising and/or account management experienced 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.

To Apply:

Send resume and cover letter to jobs@uwaylc.org with Resource Development Manager in the subject line.