



## Resource Development Director

**Position:** Resource Development Director

**Reports to:** Executive Director

**Objective:** Under the direction of the Executive Director, the Resource Development Director will be responsible for the day-to-day management, expansion, and overall coordination of the entire range of United Way fundraising activities including: annual campaign; new business development; major gifts; planned giving; endowments and foundation grants. This position will oversee all areas with a special focus on developing a sophisticated major gifts effort, enhancing the corporate programs, and building programs for specialized constituent groups. Under the leadership of the Executive Director, this position will supervise and train the resource development staff team. Additionally this position will serve as a leader in the Chittenden County community.

### **Essential Duties and Responsibilities:**

#### **Major Responsibilities:**

- Create and direct all aspects of resource development efforts, including developing a comprehensive resource development strategic plan and managing a leading major gift donor portfolio, in conjunction with the Executive Director of UWCC
- Support the staff in their work through high-level coordination and supervision of projects and the creation of systems within the department to ensure optimal overall performance
- Manage the day-to-day operations of the department, including all staff supervision, performance management and professional training
- Manage the Resource Development Committee (a committee of the Board of Directors) and all strategies and goals and all strategies and goals set in conjunction with the committee
- Oversee the development of the plan to identify, research, cultivate, solicit and steward current and prospective donors
- Build and enhance donor relationships and fund raising opportunities through new and emerging technologies and electronic communication strategies
- Facilitate and plan donor recognition and stewardship programs

## **Minimum Qualifications**

Knowledge, Skills, and Abilities:

- Bachelor's degree in business administration, marketing, public relations or a related field from an accredited four-year college or university or combination of directly related experience and education.
- Five+ years of development and managerial leadership experience in a nonprofit, governmental or for-profit corporate environment.
- Demonstrated track-record for developing and implementing fundraising strategies, meeting annual goals and consistently increasing revenues
- Knowledge and experience with e-philanthropy efforts
- Proven organizational and analytical skills with ability to prioritize and follow through on multiple initiatives
- Demonstrated ease in working with Boards, committees, volunteers and the community
- Experience in developing fundraising campaigns among workplace, corporate and individual donors
- Excellent verbal and written communication skills
- Personal integrity and solid reputation
- Ability to work within a community setting with diverse populations, including community groups, business persons, major donors, professional staff and volunteers.

Diversity and inclusion are at the heart of what it means to **Live United** and advance the common good; to be a diverse and inclusive system is fundamental to achieving our mission and goals in Education, Income and Health. United Way of Chittenden County is committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the organization.

To review our mission, values and diversity statement, visit <http://www.unitedwaycc.org/about-us/>

*United Way of Chittenden County is an Equal Opportunity Employer.*