

Resource Development Director

United Way of Skagit County



Application Instructions

Please submit your resume and a detailed cover letter describing how you meet each of the Qualifications and Requirements listed in this position information document. Submit resumes and cover letters to job@unitedwayskagit.org with "RD Position" in the subject line. This position is open until filled.

Organization Overview

Founded in 1963 as United Good Neighbors, the local United Way Board changed the name in 1973 to United Way of Skagit County to coordinate with our national United Way organization. Since then, UWSC has transitioned from being a partner fundraising organization to a community impact agency. In 2017, the Board selected early childhood development as our primary focus area, with the Bold Goal of "By 2025, all Skagit children entering kindergarten are ready to learn."

Position Summary

The Resource Development Manager's primary job duty is to connect donor passion to innovative, local, long-term solutions for families and children. The Resource Development Manager leads the volunteer Campaign Cabinet and establishes and drives a Major Gifts Program. She/he is intimately familiar with the products, programs, and services United Way provides that change the community for the better.

Overview of Responsibilities

- 1) *Lead Annual Campaign (40%)*
 - With Executive Director and marketing staff, create a vibrant Annual Campaign.
 - Engage regularly with corporate leadership of current business partners and develop new partnerships for Workplace Campaigns
 - Train and lead Campaign volunteers in support of workplace campaigns
 - Lead progress of all Workplace Campaigns, including arranging & giving presentations

- 2) *Lead Major Gifts program (25%)*
 - With Exec Director, create and maintain caseload of 25 qualified donors
 - Create and direct individualized Donor Communications, including nurturing relationships with donors by visiting, calling, emailing, etc.

- Ensure that thank-you letters & receipts for gifts are effective and efficient
- Measure and report performance and ROI of Major Gifts Program.

3) *Administrative* (35%)

- Support organization's events
- With Impact and Marketing staff, prepare grants supporting United Way programs
- Plan and lead Resource Development Committee meetings

Qualifications and Requirements

- Associate or Bachelor's degree in related field preferred; Masters or CFRE a plus
- Three-five years of fundraising or other relevant experience (such as b2b sales)
- Fully proficient with Microsoft Office required; experience with donor databases a plus
- Communications / Marketing / Social Media experience preferred
- Public speaking and presentation experience/expertise required

Essential Duties and Responsibilities

- Develop understanding of United Way's Impact work and program offerings
- Engage with all supporter and donors at different levels of organizations via "in person" meetings, social media, thank you notes, phone correspondence, and email.
- Administrative duties including: regular mail pick-up; processing donation checks, entering/updating/managing data input; ensuring donor information / meeting notes / to-dos are accurately captured and accessible in customer / donor database.
- Ensure RD sections of the website and LinkedIn page are up-to-date.
- Work with other staff to write and manage grants.
- Produce reports for ED and Board of Directors
- Create unique and meaningful experiences for "internal workplace" coordinators which may include small gifts, recognition, etc.
- Participate in arranging events including planning, speakers, invitations, emails, follow-up, and more.
- Engage with Sponsors: invoicing, feedback, thank you notes
- Participate in team meetings and trainings
- Work with and support Resource Development Committee including planning regular meetings and connecting them with Donors
- Understand and create notes in database about CSR alignment

- Facilitate Annual Campaign growth based on budget goals
- Oversee major gift increase to \$200k+ annually

Compensation for this position will range from \$47,000 - \$52,000 annually. United Way offers a comprehensive benefits package that includes Medical, Dental, Vision, and Retirement.

Please send resumes and cover letters or any questions you might have to job@unitedwayskagit.org with "RD Position" in the subject line. **Any emails regarding this position that are improperly titled will be disregarded.**