



**United Way of St. Joseph County**  
**Director of Resource Development**

Reports To: President & CEO

Status: Full-time, Exempt

**Summary & Scope:**

The Director of Resource Development is an outward facing role with the objective to maximize giving and meeting donor fundraising goals through a concerted effort to establish and grow meaningful relationships with company leadership, key influencers, stakeholders and priority donors to retain the current donor base and develop new business and donor relationships.

This position is responsible for leading all aspects of workplace campaigns to establish, grow and strengthen relationships with employers, donors and internal leadership to maximize engagement including collaboration with and coordination of Employee Campaign Managers (ECM's) to create an effective team in meeting and growing fundraising goals. This position will also be responsible for raising funds through certain grant applications and processing.

**Essential Duties and Responsibilities:**

70% - Fundraising, Donor Development and Mission Advancement

20% - Grant Writing, Processing and Tracking

10% - Volunteer Coordination and Community Engagement

- Responsible for building and managing corporate fundraising initiatives including workplace campaigns, corporate gifts, special events and sponsorships.
- Develop and implement annual and long-range strategies and goals for fundraising to include increased giving, participation and engagement.
- Cultivate new business, new donor relationships and manage the strategies for these prospects.
- Utilize CRM system for relationship management and data accuracy.
- Present to groups about the UWSJC's mission, cause and impact in a variety of business and interest groups.
- Collaborate with other fundraising team members to ensure all workplace campaigns are successful.
- Collaborate with finance team in updating, tracking and processing campaign results.



- Manages, tracks and completes responsibilities as necessary within the application process of assigned grants which support the organization's programs and missions.
- Supports and, at times creates and leads, volunteer engagement initiatives.

#### **Additional Requirements & Competencies:**

- Develops and communicates a thorough understanding and support for the mission of UWSJC.
- Supports and attends UWSJC events, including occasional outside business hours and weekends.
- Actively engages in business networking opportunities.
- Understanding of and ability to regularly access reporting and synthesize research to understand and communicate impact.
- Strong team player including assisting with event planning and occasionally leading events.
- Collaborate with across all UWSJC professionals to ensure maximum impact and customer service both internally and externally.
- Collaborate with other fundraising and marketing staff to develop content for fundraising needs including engagement material, presentations and collateral.
- Represent United Way with professionalism, courtesy and discretion maintaining confidential information used in the performance of duties.
- Perform other duties as opportunities are presented and/or assigned.

#### **Minimum Knowledge and Skills**

- Preferred Bachelors' degree in a related field or 5+ years equivalent experience preferred (preference given to United Way experience and/or business development and marketing).
- Committed to excellence and to the mission of United Way.
- A self-starter who is motivated and confident to perform with minimal supervision.
- Must be comfortable with public speaking and excel in community networking environments.
- Excellent communication skills, verbal and written.
- Quality relationship building skills with strong emotional intelligence.
- Client-focused approach with high adaptability and flexibility.
- Ability to develop and implement work and project plans to meet/exceed deadlines and goals.
- Technologically savvy in spreadsheets, databases and CRM platforms.
- History of volunteerism/involvement in non-profit organizations, preferred.

**Send Resumes to:** [resume@uwsjc.org](mailto:resume@uwsjc.org)

EOE M/F/D/V - We are an Equal Opportunity Employer and welcome applications from all qualified individuals.