North Texas Area United Way
Position Description

Position Title: **Vice President of Resource Development**

Reports to: **CEO**

Effective Date: **May 1, 2011**

Position Description:

The Vice President for Resource Development will be responsible for the day-to-day management, expansion, and overall coordination of the entire range of fundraising activities including Customer Relationship Management (CRM). This position reports to the CEO and oversees all areas of resource development with a special focus on developing a sophisticated major gifts effort, enhancing corporate relationships and workplace campaigns, and building programs for specialized constituent groups. This position will supervise and train the resource development staff team, develop a plan to continually improve the image of the United Way and coordinate efforts of volunteers, and colleagues in developing relationships in the community with CEOS, leadership and major donors.

Major Responsibilities:

- Create and direct all aspect of resource development efforts, including developing a comprehensive resource development strategic plan and managing a leading major gift donor portfolio, leading and coordinating the annual campaign efforts.

- Manage and direct the workplace annual campaign, including recruitment, solicitation, training and recognition of volunteers and donors.

- Direct, solicit sponsorships and manage the Loaned Executive program including identifying recruiting, and overseeing the LE retreat,

- 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(s), including working closely with its membership on cultivation events, prospect cultivation and solicitation, and other goals.

- Oversee overall efficiency of the database, including supervising the staff and providing direction for data management systems and procedures to enhance fundraising efforts

- Coordinate with Marketing and IT to build and enhance donor relationships and fund raising opportunities through new and emerging technologies and electronic communication strategies

- Provide oversight for affinity and constituent group efforts such as, Loyal Contributor, Women's Leadership, Young Leaders, and Student United Way.

- Serve as staff liaison to volunteer Campaign and Resource Development Chairperson; provide supervision and support for all divisions, oversee the maintenance and updates of campaign database; Prepare and distribute campaign reports.

- Research and development new accounts; direct year around cultivation plan for existing accounts and development of new accounts, troubleshoot problem accounts, troubleshoot problem accounts

- Coordinate donor/corporate relationships for engagement with Community Impact projects

- Other tasks and responsibilities as requested by the President

Knowledge, Skills, and Abilities:

- Minimum of a Bachelors degree (Masters preferred)
- Minimum of 5 years of relevant fundraising, fund development, and financial management experience.
- Some knowledge and experience with e-philanthropy efforts preferred
- Demonstrated leadership qualities and proven ability to work with diverse constituencies
- Excellent 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
- Enthusiasm and ability to engage and mobilize volunteers
- Creativity, initiative, tenacity
- Computer skills including Windows PC Applications or ability to learn
- Ability to lead and supervise others
- Strong teamwork skills
- Available to work various hours
- Personal values consistent with United Way mission, professional demeanor, integrity
- Valid Texas Driver's license
- Regular use of motor vehicle

Physical Requirements

- Light to medium lifting required

Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.