

United Way of Metropolitan Dallas, Inc.

Job Description

Senior Director, Resource Development - TEMPORARY

Department: Resource Development
Reports to: Interim Vice President, Workplace Campaigns
FLSA Status: Exempt
Time Period: April 1, 2009 – February 28, 2010 (this is flexible; could be a shorter duration depending on when permanent position is filled)
Prepared Date: March 2009

SUMMARY

The Senior Director, Resource Development is responsible for providing leadership and support to nine workplace campaign team members including five direct reports, and managing select corporate workplace campaigns to achieve successful results. Key responsibilities include development of campaign strategies and plans for assigned accounts, volunteer training and relationship management, cultivation calls on prospects and contributors, public speaking, and direct supervision of staff. As a member of the Senior Resource Development team, the senior director is responsible for promoting cross-departmental cooperation within United Way, and serving as a leader for Resource Development internally and externally.

KEY RESPONSIBILITIES

Team Management

- Directly or indirectly supervise 9 workplace campaign staff members including directors, associate director, assistant directors and administrative staff to achieve performance targets for both workplace campaigns and program responsibilities.
- Guide staff to develop and deliver results within assigned division, including identifying and developing relationships with business leadership, Tocqueville members, and other centers of influence to achieve the objectives outlined in the account/division plans.
- Work closely with the Interim Vice President of Workplace Campaigns with the development of performance objectives, coaching, and performance assessments for team members.
- Assess and track campaign progress for each staff member throughout the year. Oversee team's goal setting process; offer guidance and assistance in helping to maximize resources and resolve issues; and monitor campaign projections.
- Exhibit and model the appropriate interpersonal skills and leadership qualities necessary to implement successful management responsibilities.

- Ensure that information pertaining to donor, prospect, and company information is accurate and up-to-date in Enterprise or other department reports/databases.

Department Strategy

- Serve on the resource development senior team and provide leadership and support for overall strategies and priorities. Proactively advise the Senior Resource Development Team of key issues, challenges and opportunities in Resource Development and throughout the organization in accordance with organizational goals.
- Assist with other projects and needs as assigned.

Workplace Campaign Account Management

- Manage a select number of corporate campaigns (approximately 1-5). Conduct visits with key leadership, build relationships with campaign volunteers and donors, conduct data analysis, and develop and execute comprehensive campaign plans.
- Identify and develop relationships with business leadership with an emphasis placed upon upper management, Tocqueville members and other centers of influence in addition to the Employee Campaign Coordinator that can help to achieve the objectives outlined in the campaign plan.
- Identify new business opportunities and meet with volunteers and company leadership to drive new revenue and create awareness in the community and workplaces, in accordance to New Business development plan.
- Work with Major Gifts Team to promote leadership giving and Tocqueville giving within workplace campaigns, including conducting cultivation calls on targeted donors and prospects.
- Demonstrate exemplary stewardship by providing necessary and timely feedback, information, and appreciation to companies, donors and volunteers.
- Stay current on trends or issues in relevant industries that affect business climate or culture, and economic environment which could impact fund development.

QUALIFICATIONS

EDUCATION: Undergraduate Degree required

EXPERIENCE: Minimum 10 years of business experience; United Way fundraising or management experience in a staff or volunteer role preferred. Experience working in a team environment and empowering employees.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates leadership abilities
- Demonstrates clear judgment, critical thinking, and problem solving abilities. Is able to multi-task and meet tight deadlines in a fast-paced environment.
- Excellent interpersonal skills
- Exceptional team management skills

- Well developed communication skills, both written and verbal
- Self-motivated
- Advance computer skills including MS Word, Excel, Powerpoint and Outlook. Basic database management skills are needed.
- Candidate will have some flexibility with time and understands that evening or weekends may be required during peak periods depending upon the account or project
- Time management skills
- Presentation skills and proficiency with public speaking

OTHER:

Job may require moving of up to 40 lbs. of weight
Access to reliable transportation required
Ability to work events after regular business hours
Ability to maintain confidentiality

CONTACT:

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