



Montgomery County United Way

Job Description

Position: Director of Fund Development
Reports to: President
Deadline: February 19, 2010

Montgomery County United Way improves lives by mobilizing the caring power of community through leveraged partnerships that target the most pressing issues facing the residents of Montgomery County. MCUW is the recognized leader in bringing together businesses, government, and not-for-profits to address the most pressing issues addressing the county's residents. Its impact work is aligned with the Goals for the Common Good and is the leader in disaster recovery efforts. MCUW's volunteer leadership is forward thinking and committed to community impact, having identified five priorities to be addressed. Montgomery County, situated just north of Houston, Texas, is one of the fastest growing counties in Texas with a mix of suburban and rural populations. MCUW is also responsible for fundraising and disaster recovery efforts in Liberty County, which is a very rural community. Locally, MCUW raises over \$2.3 million, although designations increases the annual campaign to \$3.7 million. An additional \$3.2 million is under management related to Hurricane Ike recovery.

Summary of Position

Provide professional staff leadership for organization and management of fund development and relationship management efforts that meet the goals and objectives of the Montgomery County United Way strategic plan. Responsible for assuring the successful development and implementation of the annual community fund drive and communication of MCUW's community impact efforts as the most effective option for donors who want to address local health and human services needs. Collaborate with other staff members to promote and enhance positive donor experiences. Supervise Account Executives and Loaned Executives who work directly with company Employee Campaign Coordinators to ensure successful internal campaigns. Engage community volunteers to contact CEOs to expand MCUW's corporate and individual donor base. Function as a positive and contributing member of the Management Team. Ultimately, responsible for ensuring that MCUW maintains and enhances its strategic positioning as the premier donation option of choice.

Scope of Responsibilities:

- Plan, communicate and implement a resource development annual campaign plan. Establish short and long term fund development goals, donor stewardship, volunteer involvement, and support the community impact efforts. Analyze resource development strategies and provide oversight for MCUW board of directors in support of the annual campaign.
- Research, adapt and implement best practices from across the country to fund development.
- Build and lead an effective resource development team. Manage resource development staff and volunteers to achieve annual goals. Assist in recruitment and management of campaign cabinet and other key volunteers. Expand Loaned Executive program.
- Build and maintain strong relationship with the donor/investor community.
- Develop, implement and oversee the processes for prospect research. Lead donor strategy, cultivation, gift acknowledgement, donor recognition and benefits.
- In partnership with marketing staff, create collateral material needed to communicate MCUW's work to donors.

- Administer donor information system, Andar, to manage donor relationships and stewardship.
- Accurately forecast, monitor and prepare progress reports on development activities.
- As a member of the management team, pro-actively address issues related to MCUW's operations and community work.
- Plan and manage fiscal resources needed to accomplish fund development goals.

Core Competencies:

- Relationship Management
- Consultive Selling
- Supervision skills
- Problem solving and decision making
- Strategy and product development
- Communication
- Results oriented
- Integrity
- Flexibility
- Inclusiveness

Qualifications:

- Bachelor's Degree required, Masters preferred.
- Fund Raising or sales experience required, preferably at a United Way, any United Way agency or active as a community volunteer in local activities.
- Personal Transportation required.
- Must be proficient in Microsoft Word, Excel and Power Point, experience in Andar a plus
- 3 years supervisory experience preferred

Compensation:

Salary is commensurate with experience and qualifications within the MCUW system. MCUW offers health care, life and disability insurance, an excellent retirement package and paid time off.

To Apply:

Please send your cover letter, including your salary requirements and resume to:
julie@mcuw.org by February 19, 2010.