



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities

POSITION DESCRIPTION

POSITION: Director of Resource Development
DEPARTMENT: Resource Development
Reports to: Vice President of Regional Operations

FLSA: Exempt
STATUS: Full-Time

INTRODUCTION: Granite United Way's vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of the job duties outlined below will enable us to follow through on our promises to the communities we serve.

RESPONSIBILITIES: *The Director of Resource Development is responsible for ensuring that Granite United Way (GUW) has both purpose and presence at the local level. This position's key focus is to increase GUW's revenue, specifically in the Central Regions, to achieve GUW's community impact goals in Education, Income, and Health. The Director will work with key community sectors and stakeholders as well as GUW Resource Development leadership to develop strategies and implement actions to achieve increased revenue generation.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicate United Way's mission, priorities, initiatives, and programs effectively and connect the interests of individuals and corporations with GUW's goals by positioning GUW as a key partner in delivering effective, long term solutions to high priority community problems.
- Responsible for campaign management for the Central Region, which includes analysis, planning, implementation and evaluation of strategies to recruit, retain and grow our donor base and achieve volunteer engagement goals for each account.
- Recruit and manage campaign volunteers in the Central Region to improve and grow corporate relationships, gift generation, and stewardship of current supporters.
- Provide superior customer relationship management in the region by developing year-round relationships with key volunteers such as Employee Campaign Managers, donors, CEOs and community groups.
- Manage a portfolio of leadership level donors in the region.
- Manage account progress through campaign reports throughout the year, providing accurate account forecasting and maintaining complete and accurate donor/account profiles.
- Evaluate assigned campaign functions and provide recommendations for future improvement.
- Work collaboratively with GUW RD team as well as all GUW departments to understand and

- support organizational goals.
- Staff fundraising and marketing events, including the Day of Caring, in the Central Region throughout the year; be active in local chamber activities and other service groups as needed.
- Provide professional and administrative support to the Central Region Staff and Campaign Cabinet including but not limited to attending cabinet meetings and providing necessary follow up and coordinating campaign related events.
- Compile data, generate reports, on an ad hoc basis

OTHER DUTIES:

- Ability to represent GUW at social, civic and business events. Some of which are outside of general business hours.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's Degree or 3-5 years experience.
2. Excellent writing and editing skills with superior attention to detail.
3. Strong business presentation skills.
4. Ability to lead, as well as work within, a team to ensure organizational growth and success.
5. Strong facilitation skills and collaborating skills.

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well lighted, and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional
3. Ability to travel throughout the territory required
4. Ability to work a flexible schedule, which may include night and weekends
5. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 50 pounds to waist high level whenever necessary.
6. Mobility includes regular sitting, some standing and walking.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.