

LIVE UNITED



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: Area Director, Merrimack County & Area Director Central Region

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 Merrimack County and 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:

Resource Generation:

- 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 Merrimack County, 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.
- Responsible for campaign management for select accounts in the Central region.
- Recruit and manage campaign volunteers in Merrimack County and the Central Region to improve and grow corporate relationships, gift generation, and stewardship of current supporters.
- Provide superior customer relationship management in both regions by developing year-round relationships with key volunteers such as Employee Campaign Managers, donors, CEOs and community groups.

- Administer the State Employees' Charitable Campaign, which includes creating and overseeing a State Employee Advisory Board, hosting coordinator trainings, facilitating management team meetings, as well as campaign planning, implementation, and evaluation.
- Manage a portfolio of leadership level donors in each 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 G UW RD team as well as all G UW departments to understand and support organizational goals.
- Staff fundraising and marketing events in Merrimack County and the Central Region throughout the year; be active in local chamber activities and other service groups as needed.

OTHER DUTIES:

- Ability to represent G UW at social, civic and business events. Some of which are outside of general business hours.
- This position will be responsible for resource development in 2 G UW regions. The position will sit in Merrimack County with weekly travel to the Central region.

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.