

## JOB OVERVIEW

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| <b>JOB TITLE</b>            | <b>Development Director</b>  |
| <b>DATE LISTED</b>          | 9/24/2021  |
| <b>DATE CLOSED</b>          | 10/24/2021   |
| <b>COMPENSATION</b>         | Salary Range: \$40,000-\$50,000;<br>Health Insurance & Retirement Plan Available<br>Paid Leave   |
| <b>POSITION SUMMARY</b>     | Serves as a member of the senior management team and is directly responsible for developing and executing projects designed to increase Jackson County United Way's fundraising and relationship management strategies. This involves, but is not limited to, the annual community/employee resource drive, business solicitations, developing year-round giving programs, donor recognition, planned giving, and other strategies designed to build giving relationships with new and existing donors.  |
| <b>ORGANIZATION SUMMARY</b> | Jackson County United Way is changing the way our county works to fix complex social problems. We assess needs, secure resources and strategically invest those resources to create measurable, lasting change in the areas of education, health and financial stability. JCUW's workplace is fast-paced, friendly, adaptive and grounded in our core values: compassion, approachable, trustworthy, innovative, results oriented, engaging, and dynamic. We offer competitive compensation including a benefits package, paid time off, and flexible schedules. People with diverse backgrounds are encouraged to apply. Join us in changing our corner of the world to give everyone in our community the opportunity to live their best life. |
| <b>REPORTS TO</b>           | Executive Director   |

## POSITION DETAILS

| <b>FULL-TIME</b>  | <b>40 HRS PER WEEK</b>  | <b>EXEMPT</b> |
|---|---|---------------|
| <b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES</b>              | <p><b>50%- FUNDRAISING:</b> Oversees all aspects of revenue generation, including the annual community/employee resource drive, year-round development, and grant-writing. Recruits and trains sufficient volunteers to implement a repeatable process to engage workplaces in communication of the United Way mission and subsequent resource drive. Annual emphasis to retain current donors and attract new donors. Develops and implements a donor-thanking program, as well as, coordination and scheduling of recognition events.</p> |               |
|   | <p><b>20%- CROSS FUNCTIONAL LEADERSHIP:</b> Support Senior Management Team in 1. co-developing and supporting communications and marketing efforts; 2. developing meaningful donor engagement opportunities; 3. researching, writing, and reporting on grants; 4. developing, selling and marketing community impact products; 5. developing and overseeing meaningful, impactful volunteer engagement opportunities.</p>   |               |
|   | <p><b>10%- DONOR MANAGEMENT &amp; SEGMENTATION:</b> Manage and oversee all donor segments with current primary emphasis on leadership donor growth, identification and engagement of retirees, and effective means to minimize lapsed donors. Oversees appropriate maintenance and input of donor records using the in-house Donation Tracker database. Ensures database accuracy as well as sufficient training to allow data extraction and analysis.</p>   |               |
| <b>SECONDARY DUTIES &amp; RESPONSIBILITIES</b>              | <p><b>10%- EVALUATION &amp; MEASUREMENT:</b> Evaluate and measure fundraising results through an analytical process that defines the desired outcome measures, incorporates organizational needs and provides ongoing reports for measuring progress toward goals and reduces donor churn.</p>  |               |
|   | <p><b>5%- STRATEGIC RELATIONSHIP MANAGEMENT:</b> Builds productive relationships by effectively conveying UW's value proposition, mission and priorities to the general public, businesses and community leaders.</p>   |               |
|   | <p><b>5%- SUPERVISORY RESPONSIBILITY:</b> Fulfills supervisory responsibilities including but not limited to planning, scheduling, delegating, appraising, coaching &amp; job performance reviews, counseling, and teaching; supports business policies, procedures, and practices relative to supervisory responsibilities.</p>  |               |
| <p>May be required to perform other duties as assigned.</p> |   |               |

## REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

### UW CORE COMPETENCIES:

- **MISSION FOCUSED:** The United Way Professional's top priority is to create real social change that leads to better lives and healthier communities. This drives his/her performance and professional motivations.
- **RELATIONSHIP-ORIENTED:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **COLLABORATOR:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **RESULTS-DRIVEN:** The United Way Professional is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **BRAND-STEWARD:** The United Way Professional is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

### UW DEVELOPMENT CORE COMPETENCIES:

- **MANAGE RELATIONSHIPS:** Communicates effectively to develop, grow and sustain productive relationships. Captures and records relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain and strengthen internal and external relationships. Is trustworthy and acts with integrity, authenticity, humility and in good faith; respecting others opinions, priorities, values and interest. Seeks to continuously improve interpersonal and professional skills.
- **SELF-MANAGEMENT:** Presents oneself in an appropriate and professional manner. Communicates, acts, reacts and responds appropriately in all situations. Effectively utilizes interpersonal skills and political astuteness to; engage with, lead and function as a member of a team as appropriate. Able to influence, persuade, present, request, sell, negotiate and close a deal as appropriate. Able to use sound judgement, discretion and commitment to maintaining donor confidentiality.
- **COMMUNICATION SKILLS:** Understands and uses empathy, compassion, and active listening. Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to their constituents and how to connect and engage them with UW.
- **UTILIZE & ACQUIRE KNOWLEDGE:** Is forward thinking, focused on what is possible, and seeks new tools and knowledge as needed. Is able to use technology when acquiring and utilizing knowledge, and is innovative and creative in its application. Seeks to continuously improve interpersonal and professional skills.
- **ACHIEVE RESULTS:** Is personally accountable and responsible for the results they achieve. Is able to adapt quickly to ever changing environments. Is organized, able to plan, think strategically and is creative, innovative and is appropriately persistent. Is able to make decisions and willing to take risks when appropriate to achieve results and meet goals.

### EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent degree required.
- Bachelor Degree in appropriate field such as business, social work, human services, or community development, preferred.
- Minimum of three-years of United Way or fundraising/sales with customer service positions with progressively increasing responsibility, preferred.
- Proven, demonstrated track record for success in fundraising and/or sales.
- Understanding and application of best practices for fundraising and volunteerism.
- Experience working with and supporting volunteers.
- Must possess valid driver's license, auto insurance, and reliable transportation to travel throughout Jackson County.

### CRITICAL SKILLS:

- **COMMUNICATION SKILLS:** Able to clearly present information through the spoken (in person, over the phone, and via other devices), electronic or written word; reads and interprets complex information; conveys information effectively;

actively listens. Position requires extensive and independent contact/communications with volunteers including presentations and public speaking.

- **ORGANIZATION & PLANNING SKILLS:** Able to manage multiple activities; determines urgency in a meaningful and practical way; creates plans; organizes and schedules people and tasks effectively. Exceptional attention to detail and effective follow-through to meet deadlines.
- **LEADERSHIP SKILLS:** Able to assume a role of authority, as necessary; sets an example for coworkers; delegates responsibility and empowers associates to make decisions and take personal accountability for decisions.
- **ANALYTICAL SKILLS:** Able to gather relevant data using appropriate methodologies and analyze that data in such a manner that valid conclusions can be drawn that assist in making important business decisions. Critical thinking and problem solving ability.
- **PROJECT MANAGEMENT SKILLS:** Able to develop and execute plans that are effective in attaining established goals; garners resources and defines processes to complete project; manages progress and implements mid-stream changes, as needed.

**ABILITIES:**

- Ability to complete multiple tasks, be flexible, establish priorities, meet deadlines, and adapt to a changing work environment.
- Ability to handle sensitive situations and maintain strict confidentiality.
- Ability to perform with sound judgement, discretion and commitment to maintaining donor confidentiality.
- Ability to work collaboratively in a cross-functional team. Team work is required in this senior role.
- Ability to use with proficiency with a variety of computer software & applications including the Microsoft Office Suite products and Adobe Creative Suite.
- Ability to act with demonstrated poise, tact, professionalism, and diplomacy.
- Ability to lift boxes, equipment, or other materials up to 30 pounds.
- Ability to work outside of regular (8 AM-5 PM) hours and on weekends is necessary and required.

**WORK ENVIRONMENT**

**WORK CONDITIONS:**

- This position occupies a general office in a business environment. Exposure to weather elements is unlikely. Incumbents spend approximately 70% sitting, 15% standing, and 15% walking in the course of performing their job responsibilities.
- This position will need to be able to move materials weighing more than 15 pounds without assistance and over 30 pounds with the assistance of a cart.
- The employee is required to regularly travel to offsite locations to set-up presentations, physical displays (table and tent) and electronic media.
- This position will use the following office equipment in the course of performing their duties: computer, fax machine, printer, scanner and copier.

**CONCLUSION**

The duties and responsibilities listed above are intended to describe the general content of and requirements for the performance of this position. It is not constructed as an exhaustive list of duties, responsibilities and requirements. Management of Jackson County United Way reserves the right to amend and change responsibilities to meet organizational needs.

**HOW TO APPLY**

Please submit a cover letter and resume to [maci@jacsy.org](mailto:maci@jacsy.org).