

UNITED WAY OF NORTH CENTRAL OHIO, INC.

Job Title: UWNCO Development Director for Crawford & Wyandot Counties

Position Reports To: Executive Director

Status: Full Time | Exempt

Position Summary:

The UWNCO Development Director is responsible for fundraising and development activities of the organization including annual campaign planning and coordination, solicitation of leadership gifts, and management of donor relationships. In concert with the Executive Director, the Development Director is responsible for increasing the number of donors and size of donations to United Way of North Central Ohio.

Essential Functions:

- Maintain industry-leading knowledge of fundraising processes and best practices
- Administer and track donor solicitations, outreach and follow-up timelines
- Monitor all donor information, provide statistical analysis to Executive Director
- Effectively and consistently manage relationships with workplace campaign coordinators
- Support and manage affinity and coalition groups as they develop
- Coordinate essential acknowledgement, recognition and appreciation programs for campaign volunteers, leadership givers, corporate partners, affinity groups and other donors
- Oversee large fundraising events, community awareness events and events targeting volunteers
- Handle confidential donor information
- Perform other duties as assigned

Marketing:

- Work with Communications Director to ensure that assigned county communications to the public are professional, accurate and consistent with the mission and meet UWW standards
- Plan and implement the recruitment of community/funded partner volunteers
- Use public speaking in order to educate key audiences about important community issues and United Way's work to enhance the outcomes of their investment
- Develop and grow all special events, including Day of Action, Designer Bag Bingo, annual awards, and others as needed
- Collaborate with the Executive Director to set strategy and tone for fundraising, emphasizing innovative and creative ideas

Community Investment and Impact:

- Assist Data & Evaluation Specialist in planning, organization, and implementation of the Community Investment process and impact outcomes initiatives in assigned counties
- In collaboration with the Executive Director, seek out grants that include collaborations as related to community initiatives
- Build continuous improvement by using CRM data to drive decisions

Advocacy:

- Serve as primary staff in managing and maintaining community initiatives in assigned counties
- Work closely with all United Way partners and agencies to further the mission of United Way of North Central Ohio
- Form positive relationships with all segments of the community-partners and key stakeholders in assigned counties

- Partner with the Advisory Board, Campaign Committee, and volunteers in developing a strategy to advance overall goals

*Perform other duties and directives as assigned by the Executive Director

Competency Requirements:

- Ability to plan for, initiate and manage multiple projects and activities, and report on progress
- Ability to function independently within established guidelines requiring minimum supervision
- Ability to prioritize and manage time and tasks in order to meet strict deadlines in a fast-paced environment
- Must be quick, a self-starter, and have the ability to look ahead and take charge of a situation
- Proficient in Microsoft Office Suite, specifically Word, Excel and PowerPoint
- Strong and effective written and verbal communication and public speaking skills
- Ability to work effectively with people with diverse educational and cultural backgrounds
- Provide excellent customer service to key volunteers and outside contacts while maintaining a professional demeanor and appearance
- Practical knowledge of professional administrative and standard office procedures
- Strong organizational skills and attention to detail
- Able to learn and use new software and systems as required
- A strong sense of and respect for confidentiality involving both clients and fellow employees
- Embracement of United Way's Core Values, Code of Ethics and be a team player

Education and Experience Requirements:

- Minimum of four years of fundraising experience with a proven track record of effective resource development planning, volunteer management and plan execution
- A bachelor's degree preferred, but not required

Physical Factors:

- Ability to legally operate a motor vehicle
- Must provide own transportation
- Ability to lift and move event supplies as needed (tables, tents, storage totes, etc.)

August 2023