



## **Development Director**

### **Reports to the Executive Director**

**Full time, exempt, 37.5 hrs per week**

**Salary Range \$55,000-\$65,000**

A generous benefit package includes vacation, holiday and PTO leave, health, dental and life insurance, and a SEP retirement plan. See Personnel Policy for full benefit details.

### **Overview**

The Development Director oversees the resource development and marketing work of United Way of Henderson County and serves on our leadership team. This public-facing leadership role utilizes year-round development and marketing strategies to engage community members. The ideal candidate for this position will:

- Lead with a development mindset to create and identify opportunities to diversify our fundraising portfolio and expand our ability to positively impact the lives of residents in Henderson County;
- Lead staff collaboration to ensure ongoing sharing, support, and continuity of messaging to present a cohesive and effective development portfolio;
- Collaborate with staff to ensure successful implementation of marketing plan, mailings plan, and fundraising plan;
- Develop and expanding grant-funding portfolio to support new and existing programs;
- Cultivate relationships to expand major gifts and legacy giving;
- Nurture long-term relationships with donors and local businesses and connect them with meaningful engagement opportunities;
- Serve on the UWHC leadership team and be an active and contributing team member in close partnership with UWHC staff.

### **Main Duties:**

- Lead workplace giving campaigns
  - Lead workplace campaign planning, implementation and reporting
  - Manage account relationships and assignments for employee campaigns
  - Create and deepen relationships with current and prospective corporate partners
  - Pursue opportunities for corporate giving including corporate gifts, corporate matches, and other give back opportunities
  - Organize and pursue corporate sponsorship assignments and requests
  - Research and contact prospects for new account development
  - Lead our Small Business League affinity group
- Lead residential fundraising including direct mail and major gifts
  - Lead mailing strategy, content, messaging and outreach
  - Manage mailings timelines and execution for leadership mailings, residential mailings, bulk and prospect mailings, and other mailings as needed
  - Collaborate with marketing, engagement, finance, and programs team members to ensure clear role delineation internally and continuity of messaging externally
  - Provide development support to our Women United affinity group

- Steward and expand major gifts and legacy giving
  - Spearhead donor stewardship and retention initiatives
  - Ensure strategic, year-round, sustainable relationships with donors and prospects
  - Research, develop, and maintain all aspects of relationship/contact management for key donors, including database management, recognition materials, and oral and written communications
- Supervise Marketing and Events Manager
  - Provide direction and management to ensure the collaboration and resources necessary to effectively develop and execute marketing and events
  - Direct and partner with Marketing and Events Manager to ensure effective planning, calendaring, and implementation of year-round marketing plan and materials
  - Lead collaboration to ensure successful implementation of marketing plan, mailings plan, and fundraising plan
- Develop and expand grant-funding portfolio to support new and existing programs
  - Research and develop potential opportunities for funding
  - Create budgets and narratives for applications and reports as needed, ensuring adherence to funding guidelines
  - Collaborate with staff to identify and create opportunities for future funding
  - Work with Director of Finance to process and communicate awards and designations for funded partners
- Other
  - Professionally represent UWHC to funders, nonprofits, and external audiences and represent UWHC on specific committees, organizations, and task forces, as appropriate
  - Utilize ANDAR database for entry and reporting, stay up to date with ANDAR database protocols, and identify opportunities for ANDAR clean up
  - Collaborate with staff to plan and implement annual campaign events, recognitions and awards
  - Manage and direct staff to ensure completion of back end administrative functions related to Development
  - Work with Director of Finance to analyze all donor designations and review donor giving trends
  - Provide bi-weekly reporting to Executive Director and bi-monthly reporting for Board of Directors reports

**Qualifications:**

- 5+ years fundraising or donor relations experience preferred
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office and/or Google Suites of Products
- Experience with donor databases, experience with Andar database a plus
- Experience stewarding major gifts and implementing legacy giving programs a plus

**To apply:**

Resume and cover letter are required. Please send a resume and a detailed cover letter, that demonstrates the fit between your qualifications to the skills and experience above, in one pdf file using the following naming convention: "Your Last Name-Your First Name.pdf", via email only to: [jobs@liveunitedhc.org](mailto:jobs@liveunitedhc.org)

Please, no phone calls, faxes, or snail mail.

**The hiring process:**

Application Review will begin December 1st and continue until filled.

*Candidates from diverse backgrounds are encouraged to apply. Studies have shown that candidates that are female and/or BIPOC are less likely to apply for jobs unless they meet all of the qualifications they find in the job description. We are seeking the best candidate for the job, and that candidate may be a person who comes from a less traditional background.*