



# JOB OPENINGS

August 1, 2019

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## United Way of the Ozarks

**Job Title:** Vice President of Resource Development

**Exemption Status:** Full-time Exempt

**Salary Range:** \$55k-65k

**Close Date:** Open until filled

**Application instructions:** Email resume & cover letter by August 9, 2019 to Adele Alton at [aalton@uwozarks.org](mailto:aalton@uwozarks.org)

**General Position Description:** This position reports directly to the President/CEO and provides direct supervision to members of the Resource Development department. Serves as the primary donor relationship manager of the organization.

### **Essential Functions:**

- Plan, direct, and supervise all financial resource development activities, including the annual campaign; campaign events; and Leadership Giving, Major Gifts and Planned/Legacy Giving
- Build and maintain relationships with donors and potential donors throughout the 14-county service area; implement strategies and programs that expand donor relationships, identify new donors and create new sources of funds
- Provide staff support for volunteer Campaign Cabinet, including recruitment, training, and showing appreciation
- Measure and drive revenue growth in a comprehensive campaign with diverse channels
- Work cooperatively with UWO staff, board members and others in the community to develop "our story" and communicate it in a compelling and engaging manner
- Coordinates the Resource Development department's data entry, data analysis and data reporting via the donor management system
- Coordinates the creation and management of various affinity groups (e.g., Women United, young professionals, retirees, Tocqueville Society) to "friendraise," fundraise, and generally expand UWO's reach and influence within the community
- Coordinates the Loaned Executive Program to ensure participants are effectively recruited, engaged in meaningful volunteer work and appropriately exposed to the Loaned Executive Program Faculty to enhance their professional development
- Implement scorecards and dashboards to record progress and results; recognize and celebrate employee achievements
- Utilize financial data to advise the President/CEO and Campaign Chair in developing annual financial targets and goals
- Lead continual improvement and growth of the annual campaign and related fundraising initiatives
- Mission Knowledge:
  - Be informed and able to communicate confidently regarding the organization's mission, goals, partners, and impact on the community
  - Effectively articulate the mission to educate and engage current and potential donors
  - Learn and leverage new fundraising strategies and tools to further the mission of United Way of the Ozarks
- Empower, lead, & invest in professional development of the Resource Development team:
  - Serve as the fundraising leader
  - Establish department and individual performance goals; track goals over time; make strategy adjustments as necessary to achieve goals
  - Develop a strong team through hiring, training, and valuing employees
  - Plan, assign, schedule, direct, and monitor work
  - Maintain effective and open communication with all UWO employees

## **Required Qualifications/Skills:**

- Exceptional integrity, a passion for United Way's mission, high expectations and a strong work ethic
- Ability to think and act strategically by creating a vision, developing goals and objectives, creating work plans to achieve goals and objectives, overseeing actions, and measuring results
- Creativity and the ability and desire to act innovatively to solve problems and expand UWO's impact in the community
- Bachelor's degree is required; Bachelor's degree in human services, business, marketing, finance or related field is preferred
- Outstanding communication skills; must be an attentive listener; articulate, engaging and persuasive speaker; and clear and persuasive writer
- Strong leadership skills with the ability to motivate and influence others
- Demonstrated ability to cultivate and manage relationships throughout multiple communities
- Computer proficiency in word processing, spreadsheets, and donor management systems
- Proven ability to supervise and manage a team to meet fundraising goals, work within a larger team, work with community leaders, and develop/execute plans
- Professional experience in non-profit fundraising, sales, and/or marketing is preferred
- Experience writing or overseeing grant writing preferred

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**Equal Opportunity Employer**