



# Job Description

<b>JOB TITLE:</b> Director of Donor Development	<b>JOB CODE:</b> Part-Time
<b>DEPT NAME:</b> Administration	<b>FLSA STATUS</b> <b>EXEMPT</b> <input type="checkbox"/> <b>NON-EXEMPT</b> <input checked="" type="checkbox"/>
<b>DATE CREATED/REVISED:</b> 12.16.2021	

## POSITION SUMMARY

(General statement reflecting the overall purpose of the position.)

Responsible for developing relationships with the goal to secure individual donors at \$2,500 and above level. Manage existing event sponsors and work to secure additional sponsors. Assist with securing silent auction items and attend events as needed. Assists Executive Director on fundraising events throughout the year. He/she will establish and strengthen relationships with donors, employers, and the community as whole to build donor loyalty, raise/leverage resources, and ensure a positive brand experience with United Way. The goal of this position is to raise approximately \$200,000 the first year in new donors and retain those donors in the following years while identifying additional donors each year.

## POSITION QUALIFICATIONS

**MINIMUM EDUCATION :** High School Graduate or equivalent

**PREFERRED EDUCATION :** Bachelors Degree ; journalism or business management

**MINIMUM EXPERIENCE :** 5 + yrs experience in Public Relations, Project Management and /or executive administrative ; proficient in Microsoft Office applications

**PREFERRED EXPERIENCE :** Experience in public speaking, successful fundraising, and community relations

**REQUIRED CERTIFICATIONS/LICENSURE :** NA

**PREFERRED CERTIFICATIONS/LICENSURE:** NA

**REQUIRED COURSES/ COMPLETIONS:** NA

**SUPERVISORY RESPONSIBILITIES:**  NO

## ESSENTIAL / PRIMARY DUTIES

(The essential job functions or primary responsibilities that must be performed unaided or with the assistance of an accommodation – all job functions should begin with an action verb)

**% OF TIME PERFORMING DUTY**

### General Functions:

100%

- Cultivate and manage relationships with donors.
- Responsible for identifying and securing donors at \$2,500 and above.
- Will assist the Executive Director with securing additional sponsors to planned events.
- Will seek, cultivate, and secure corporate and individual donors for UWCC.
- High level of prioritization and organization skills; Maintains accurate appointment/meeting calendar
- Assists ED with coordinating, organizing, and planning events.
- Corresponds with sponsors and larger donors to thank them for their support.
- Ability to manage multiple projects with set deadlines/guidelines
- Demonstrated ability to work within a team-based environment
- Ability to build and maintain relationships with a diverse population
- Public speaking at pre-determined workplace campaigns and related events
- Assist in providing ongoing and timely donor recognition and appreciation
- Draft press releases as requested
- Assist Executive Director in attending various events throughout the year (i.e. chamber luncheons, Manufacturers Assoc luncheons, speaking engagements, etc.)