



United Way
of Greater Toledo

JOB DESCRIPTION

<u>Position Title:</u>	DEVELOPMENT OFFICER
<u>Department:</u>	RESOURCE DEVELOPMENT
<u>Location:</u>	TOLEDO OFFICE, HYBRID
<u>FLSA Job Status:</u>	FULL TIME, EXEMPT
<u>Salary Range:</u>	\$45,000 - \$65,000.00
<u>Organizational Relationships:</u>	
<u>Reports to:</u>	VP, Development Operations
<u>Supervises:</u>	N/A
<u>Date Created:</u>	APRIL 14, 2012
<u>Date Revised:</u>	JUNE 2017, MAY 2018, JANUARY 2022

STATEMENT OF THE JOB:

This role is accountable for achieving fundraising goals within a portfolio of corporate campaign accounts, individual donors of all levels, including major gifts, and other fundraising sources utilizing year-round strategies designed to build and maintain superior relationships, cultivate donors and engage volunteers in the work of United Way of Greater Toledo in order to meet and exceed measurable revenue goals.

ESSENTIAL FUNCTIONS:

- Identify, cultivate, solicit, and steward donors and prospects through visits and other forms of direct personal contact in accordance with performance targets.
- Inspire and mobilize individual and corporate donors to give, advocate and volunteer by discovering their interests
- Utilize knowledge gathered from donor meetings to develop and implement year-round strategies to engage donors.
- Execute on short- and long-range strategic fund-raising goals and objectives.
- Work with appropriate staff to create and implement a prospect research and prospect management strategy. (Moves Management)
- Partners with Engagement staff to recommend and implement programs, including recognition, to engage, cultivate and steward workplace donors.
- Partner with Community Impact staff in understanding programs, developing funding linkages and opportunities for segment donors.
- Work with other departments to ensure cross-functional collaboration and information sharing.
- Recruit, engage, and manage volunteers and provide them with leadership and direction in support of the cultivation and solicitation of individual donors and prospects.
- Maintain ANDAR Database as a tool to help build relationships by keeping accurate and up to date account records.
- Utilize Andar to support data-informed decision-making about workplace accounts, analyze donor information for trends, gaps, and opportunities for revenue growth and develop work plans which maximize potential for giving.
- Develop annual and multi-year measurement tools for assessment of current efforts and opportunities for progress and advancement.

ADDITIONAL RESPONSIBILITIES:

- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree with at least four (4) years' experience in fundraising, sales or relationship building. CFRE is preferred.
- Experience working with volunteers.
- Or, a comparable combination of education and work experience.

KNOWLEDGE / SKILLS / ABILITIES:

- Works appropriately and enthusiastically with others and responds appropriately.
- Knowledge of business and social community.
- Proven ability to work with people and build relationships.
- Demonstrates strong interpersonal skills.
- Demonstrated numerical aptitude.
- Demonstrated ability to prepare reports, present data in an understandable form.
- Ability to work independently, self motivated.
- Ability to work a flexible schedule outside of standard office hours.
- Ability to manage multiple projects simultaneously with high attention to detail, being a team-player and a positive attitude are necessary.
- Strong communication and interpersonal skills including public speaking and writing.
- Strong ability to analyze data.
- Proficient in Microsoft Office applications.
- Ability to learn and become proficient in use of relevant software.
- Must be able to maintain confidential and sensitive information.

CORE COMPETENCIES *(Refer Core Competencies for Professional Staff for behavior indicators):*

Mission-Focused	All United Way employees recognize that the organization's top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
Relationship-Oriented	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
Results-Driven	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
Brand-Steward	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
Continuous Learning	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
Critical Thinking	All United Way employees have the ability to think critically and to solve problems using basic research, analysis and interpretation.
Professional Behavior	All United Way employees conduct themselves in a professional manor and follow organizational guidelines and standards.

RESOURCE DEVELOPMENT FUNCTIONAL COMPETENCIES:

Drive for Stakeholder Success	The RD Pro is results driven to maximize social change and enhance the quality of life in the communities they serve. Proactively work in alignment across all functions of their organization to advance United Way mission, drive for impact and revenue goals, and demonstrate strong commitment to creating value for stakeholders to achieve organizational success.
Effective Communication	The RD Pro is a skilled and passionate communicator who articulates the United Way message in a way that inspires others to act in service to the organization and to the community. Promotes and sells ideas persuasively. Shapes the opinions of key “stakeholders” (donors, community, employees, other) and promotes and projects a positive image of the organization.
Adaptability and Change Management	The RD Pro champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with internal and external constituents.
Cross-Functional Capability and Collaboration	The RD Pro works effectively in a cross-functional, matrix organization. Brings a team-oriented mindset and approach to work. Demonstrates skills and capabilities to collaborate for results. Demonstrates knowledge of current conditions and future trends, both inside and outside the organization, to achieve results.
Strategic Relationship Building	The RD Pro develops and maintains strategic relationships that generate the resources necessary to support United Way’s mission.
Drives Revenue & Impact	The RD Pro is results driven with relentless focus on gaining the resources to support United Way’s mission and community impact-focused strategic objectives.
Embracing & Managing Change	The RD Pro champions and facilitates change to ensure long-term community sustainability. He/she adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.
Entrepreneurial & Innovative	The RD Pro creatively seeks new opportunities to generate revenue and other resources that add greater value to the organization and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

EMPLOYEE SIGNATURE:	DATE:
DIRECTOR SIGNATURE:	DATE: