

Job Description and Work Summary

Position:	Resource Development Coordinator, Donor Engagement
Accountable To:	President & CEO
Oversight Committee:	Resource Development
Term of Service:	At Will
Status:	Part-time (20-30 hrs/wk), Non-Exempt
Salary Range:	Based on skills and experience



Position Summary: Resource Development Coordinator, Donor Engagement is charged with the growing and strengthening of workplace fundraising campaigns for a large number of organization and employee segments within those organizations. The position focus on the achievement of resource development goals to maximize giving growth by retaining current donor base and developing new business and new donor relationships. This position is responsible for creating and executing the short- and long-term account plans for a portfolio of corporations and/or individuals. The position requires reliable transportation and willingness to travel throughout seven-county region as needed. Some schedule variations may be needed based on schedule of workplace campaign rallies.

Activity	Time Estimate
<p>Manage Ongoing Resource Development Streams:</p> <ol style="list-style-type: none"> Workplace Campaigns: Coordinate all aspects of Workplace Campaign; provide ongoing training and communication to Internal Coordinators concerning campaign activities; attend Campaign Rallies to present United Way information; engage campaign volunteers (Loaned Executives) as appropriate. Coordinate face-to-face visits with leadership of top 25 accounts during non-campaign season including UWBV President. State Employee Charitable Campaign (SECC): Coordinate all aspects of UWBV's involvement in SECC activities as the Local Campaign Manager including planning, training of Area Coordinators, data management, thank-you efforts, and after action reviews. Direct Mail Program: Coordinate all aspects of Direct Mail efforts including: Retiree Letter, Leadership/Individual Giving/Small Business Letter. Complete all tasks by Thanksgiving, annually. 	75%
<p>New Business Development: Provide support to the President and CEO, select volunteers and Board members to cultivate new business relationships including: researching prospects, vetting prospects, calling on new businesses to build relationships for the purpose of volunteer engagement and philanthropic giving to United Way of the Brazos Valley</p>	10%
<p>Ongoing Donor Engagement: Engage donors 3-5 times throughout non-campaign season (face-to-face, letter, email, etc). Work with Management Team, Communications Staff/Volunteers and Interns to ensure contact plan is fully implemented and integrated into all aspects of United Way business.</p>	12%
<p>Ongoing Professional Development and Community Relations: Engage in professional development activities (networking, meetings, literature) related to Resource Development and Fundraising to ensure the adherence of nonprofit fundraising best practices and innovation. Maintain visibility and activity in community through civic organization membership and attendance of community events.</p>	3%

United Way of the Brazos Valley is an Equal Opportunity Employer.

*Some areas of time may overlap.

Additional responsibilities as an employee of the organization include:

Knowledge of United Way, its mission, goals, ethics, principles, programs, policies and procedures and able to effectively demonstrate and communicate this information in all work activities.

- This person will use the following principles to guide their actions and decisions based on the following principles as defined in the UWBV Code of Ethics.**
 - 1.) Meaningful and Measurable Improvement

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- 2.) Community Interdependence and Collaboration
- 3.) Volunteer Value Driven
- 4.) Inclusiveness
- 5.) Stewardship
- 6.) Adaptive Organization

This person will effectively and with great frequency demonstrate attributes and behaviors associated with the following United Way Worldwide (UWW) Professional Core Competencies.

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand-Steward

As a high performance team member, create value and improve team systems, processes and results and contribute to the UWBV team in the following areas.

- Organizational, Department and Individual Roles and Responsibilities
- Project Planning with and for Volunteers
- Effective Communication and Sharing of Information
- Efficient use of Meetings
- Proactive Focus on Customer Needs and Expectations
- Respectful and Timely Follow Up
- Management of Processes and Projects
- Keeping Score of Progress and Demonstrating Results

Trust Building and Other Duties as Assigned. As a team player this person will need to assist other UWBV management and staff in completing and coordinating tasks and assignments. This is an important function of this position in addressing last minute requests and managing team work.

Qualifications and Prerequisites for Service

- Bachelor's degree in related field or 1-3 years of experience in a professional career including sales, communications, nonprofit resource development, or nonprofit management.
- Knowledge of general computer programs (Outlook, Microsoft programs), donation management systems (specifically Donation Tracker) and social media platforms.
- Reliable Transportation Able to work a flexible schedule around work commitments, as necessary.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Keyboarding/Grasping/Feeling:				X

Physical Dimensions: Low, Medium or High

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.