COME JOIN ONE OF THE MOST RECOGNIZED NAMES IN NON-PROFIT...WE'RE LOOKING FOR SOMEONE WHO CAN LEND THEIR EXPERTISE AND SKILL IN CULTIVATING AND MANAGING DONOR RELATIONSHIPS!

IF YOU SHARE OUR PASSION FOR COMMUNITY, LET'S TALK!!

**Purpose of the Position:**

To provide oversight, supervision, and direct results for all the resource development functions of the organization. This includes the annual campaign, individual donor solicitations, Tocqueville-level donors and prospects, planned giving, special events, and other fundraising activities. This position is critical to the organization's sustainability through consistent and growing revenue streams to fund all aspects of the United Way of Rock River Valley.

**Key Responsibilities**

·Supervise the Relationship Managers (2.5) and ensure a successful, growing annual campaign

·Manage the portfolio of leadership and Tocqueville-level individual donor relationships

·Create a deep, strategic, year-round, sustainable relationship with all UWRRV donors and prospects

·Identify the philanthropic goals and objectives of each individual and prospect, establishing oneself as a primary resource and contact in the donors’ relationship with the United Way

·Collaborate effectively and positively with the entire team and involve them in all aspects of development, including the Relationship Managers, Marketing team, Community Impact staff, Finance, and Leadership to cultivate and steward relationships with donors and a positive reputation for UWRRV

·Meet mutually agreed-upon annual performance objectives, results, and metrics

·Represent UWRRV in a positive, confident way that communicates clearly the focus and identity of the organization and its reasons for requesting community support

·Ensure that the financial record-keeping is accurate with donor information to ensure the highest respect for the investment in UWRRV

·Assist with grant writing activities, as needed

·Be a valued member of the Leadership Team and provide mature, confidential direction for the organization in concert with the other members of the team

·Other duties as assigned

**Knowledge, Skills, and Abilities Required for the Ideal Candidate**

·Thorough working knowledge of relationship-based fundraising procedures and philosophies

·Advanced computer skills, including experience with Microsoft Office products (specifically Outlook, Word, Excel, and PowerPoint), required

·Excellent relational, analytical, organizational, time management, and interpersonal skills

·Outstanding written and verbal communication skills required, including public speaking, written communication, and presentation skills

·Excellent listening skills, with the proven ability to solicit information from others

·Proven project management skills, including balancing multiple projects in varying degrees of implementation.

·Proven ability to create, grow, and retain strong donor relationships

·Proven ability to build strong collaborative relationships and to work cooperatively and flexibly as part of a team

·Proven ability to work with minimal supervision

·Proven ability to supervise staff and help them grow in their confidence, skills, and abilities

**Requirements**

·Normal office environment

·Frequent local travel within the regional area, including occasional evenings

·Reliable personal transportation required

·Valid Driver’s License and Insurance required

**Education**

·Bachelor’s degree or equivalent experience preferred

**Experience**

·Eight or more years of professional work experience preferred in the key responsibilities listed above

**Licenses & Certifications**

None.

**Supervisory Responsibilities**

This job has supervisory responsibilities.

**Salary:** 80k plus generous benefits

**To apply, please send a resume and a brief career narrative to Cheryl Church –** **cheryl@workplacesearch.com**