

UNITED WAY OF GREATER LAFAYETTE

RESOURCE DEVELOPMENT ASSOCIATE

Reports to: Director of Resource Development
FT/PT: Full-time **Fair Labor Standards Act (FLSA):** E
Send resume and cover letter to: jmillion@uwlafayette.org

Position Overview: Maintain current and develop new corporate and individual donors. Cultivate relationships that build value-add with the intent to generate revenue, volunteer engagement and advocacy. Represent United Way of Greater Lafayette in a professional manner in all interactions with current and potential donors. Function as the liaison between UWGL and each organization, providing outstanding year-round customer service, ensuring your corporate and individual donors have the necessary education, information and materials needed to conduct their campaign with maximum results. Maintain donor database via Salesforce with information pertinent to each corporation, their employees and individual donors. Manage volunteers with integrity and confidence. Assist in planning, developing and executing donor and volunteer trainings, meetings and events.

Primary Job Functions

- Identify, cultivate and develop Corporate and Individual Donors
- Maintain and develop current relationships with Corporate and Individual Donors
- Maintain accurate Donor database and determine strategic contact cycles
- Provide Corporate Donors with education, training, support and campaign materials
- Facilitate Individual Donor and Corporate awards and recognition as appropriate
- Develop engagement with Emerging Leaders, Retire United & Women United
- Recruit, train and support volunteers for development and account management.
- Inspire and educate constituents, donors and volunteers about the work of our United Way in small and large groups, meetings, events and trainings. (i.e.; Public Speaking required)
- Administrative functions related to position
- Assist with cross - organization projects as needed

Requirements

- 1-3 years outside sales experience or resource development experience preferred
- College Degree in related field or equivalent experience
- Excellent written and oral communication skills including confidence in public speaking
- Demonstrated ability to work on computer with Microsoft Office Products
- Able to travel within territory to meet with donors as needed with reliable transportation

Other Skills/Abilities

- Hard worker, ethical, detail oriented, organized team player traits
- Possess a valid driver's license and insured motor vehicle
- Successfully complete a criminal background check
- Excellent time management tools and skills
- Excellent meeting management skills
- Goal driven with demonstrated ability to work independently and achieve results
- Microsoft and Excel proficiency
- Salesforce or other CRM Experience and knowledge

Work Environment/Physical Demands: The physical and mental demands of this position are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, employee is regularly required to use hands to finger, handle, feel objects, tools, or controls, and talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position includes extended viewing of a computer monitor to perform essential job functions. Work schedule may occasionally involve weekends and/or evenings as needed for special events, programs, etc. There are seasonal times where heavy workloads and deadlines may be pressing.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

