

Title:	Resource Development Associate	Group/Team:	Resource Development
Reports To:	Director of Resource Development	Status:	Full-Time
Revision Date:	October 2022	FLSA Classification:	Non-exempt

POSITION SUMMARY

The Resource Development Associate will provide support for the growth and development of fundraising in line with the United Way resource development goals. The Resource Development Associate will assist in the development and execution of the annual campaign; develop and execute federated governmental campaigns; provide general support for the Resource Development department and assist with individual and corporate donor engagement. We win when we Live United®.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

This job description describes the general nature and level of work performed by employees assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities, and skills. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions of the job.

- Identify, cultivate, and develop Corporate and Individual Donors
- Maintain an 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.
- Develop & manage fundraising plans and timetable, set goals and projections, and develop strategies
- Organize fundraising structure as needed to respond to changes in the workplace, direct mail appeals and economic trends
- Cultivate donors including leadership givers, corporate supporters, and other investors
- Effectively present information, through public speaking and presentations
- Maintain accurate reporting in all areas of fundraising and analyze results
- Coordinate and conduct workplace campaigns as assigned
- Coordinate campaign events with committee and special events staff
- Maintain knowledge of local, political, social, and economic factors that will impact agency fundraising
- Collaboration with staff to ensure fundraising data is accurate
- Cultivate community support by maintaining contacts with local businesses and individuals
- Assist in developing fundraising and marketing materials
- Assist with cross-organizational projects as needed

Minimum requirements include:

Education/Experience:

- Bachelor’s Degree in related field or equivalent experience

- 3-5 years outside sales experience or resource development experience preferred

Other Skills & Abilities:

- Demonstrated skill in balancing multiple assignments
- Computer/Office Skills: Strong proficiency in Microsoft Office applications including Word, Excel, Outlook, and PowerPoint
- Prefer skills in software management and reporting functions
- Strong organizational skills and attention to detail
- Strong public speaking and presentation skills to include:
 - Clear articulation
 - Engaging presentation skills
 - Ability to assess the needs of the audience
- Effective administrative project management skills are required
- Ability to maintain the confidentiality of highly sensitive information
- Compelling verbal and written communication skills are required
- Ability to work with a diverse range of community organizations and populations
- A continual, passionate commitment to the work of United Way and the community we serve
- Ability to work in a collaborative team environment
- Flexibility to work outside of normal office hours as needed
- Ability to maintain a valid driver's license and insured motor vehicle at all times
- Ability to pass a pre-employment and routine criminal background check

COMPETENCIES

An individual must be able to demonstrate the following competencies at a satisfactory level:

CORE COMPETENCIES (ALL STAFF):

- Mission-Focused: Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivation.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands their role in growing and protecting the reputation and results of the greater network.

PHYSICAL REQUIREMENTS and ENVIRONMENT:

To accomplish the essential functions of the position, one must be physically able to frequently and routinely:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below the shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time

- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 20 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files, and documents
- Work is performed primarily in an office environment using standard office equipment

TRAVEL

Travel is throughout an assigned territory typically during the business day.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees 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. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship. The job description is subject to change with or without notice at any time.

By signing below, I am acknowledging that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Received and accepted by Employee:

Signature: _____ Date: _____

Printed Name: _____

United Way of Greater Lafayette is an Equal Opportunity Employer, Drug-Free Workplace and complies with ADA regulations as applicable.