



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**Functional Job Title:** Director, Resource Development

**Department:** Resource Development

**Reports to:** Senior Director, Resource Development

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### FOR HUMAN RESOURCES ONLY

**FLSA EXEMPT:** Exempt

**DATE:** January 2023

**AUTHORIZED BY:**

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### Position Objective:

Develop and manage relationships with organizations that maximizes employee, corporate, as well as individual giving and position United Way of Long Island as a valuable community organization worthy of investment.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.*

### Essential Functions:

- Develop in-depth knowledge of assigned accounts as it relates to product/service, employees, unions, company leadership and other issues related to the internal and external environment of the company.
- Develop and implement management plans for accounts based on communicating United Way impact, thanking and recognizing companies and key volunteers and building and enhancing personal relationship with company members and other key company personnel.
- Conduct donor research, cultivate and coordinate other functioning efforts (donor relations, corporate sponsorship, fundraising special events) to help sustain long-term fundraising goals.

- Develop comprehensive written account plans for review 60 days prior to the start of the campaign.
- Facilitate pre-campaign meetings with campaign committee members to finalize a plan of goals, objectives, strategies and time frames to achieve campaign goals.
- Maintain up-to-date information on United Way's Raiser's Edge database to ensure accuracy of data and progress reports on all accounts to ensure account projections are modified accordingly and communicated to supervisory staff in a timely manner.
- Provide effective presentation to company employees regarding the impact of United Way, proper stewardship of funds, etc.
- Attend public functions and perform public speaking as necessary with proficiency to present.
- Network through Long Island business groups and cultivate leads for support.
- Maintain professional networks and event trends by attending other events and participating in professional societies.
- Provide support for all of United Way's fundraising special events.
- May be assigned other tasks and duties reasonably related to job responsibilities.

**Educational Requirements:**

- Bachelor degree

**Skills and/or Experience Required:**

- Minimum 3-5 years' experience in fundraising and special events.
- Strong Windows Office Suite. Competency in Excel and Word.
- Valid NYS Driver's License.
- Position requires some work hours on weekends and evenings and the work ethic to work late if/when the job requires.

**Communication Skills:**

- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations, but not limited to: donors, volunteers, managers, employees, vendors or applicants.
- Ability to speak to groups publicly.
- Effective business writing and communication skills, with the ability to effectively present information to clients, top management and staff in verbal and written formats.

**Mathematical Skills:**

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

**Reasoning Skills:**

- Ability to define problems collects data, establish facts and draw valid conclusions.
- Ability to solve practical and intellectual problems utilizing principles of logical thinking.
- Ability to work within general guidelines and minimal supervision.

- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

**Physical Demands:**

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.
- Regularly required to lift boxes of materials for sorting and distribution. Required to transport campaign material to various locations.

**Work Environment:**

- Noise level is consistent with levels usually present in an office environment.
- Hazards present are consistent with those common to an office environment.

**Contact:**

Submit cover letter and resume to Donna Horoski, Senior Director at [donna@unitedwayli.org](mailto:donna@unitedwayli.org)

**About United Way of Long Island**

United Way of Long Island's focus on providing assistance on the three building blocks of health, education and financial stability offers Long Islanders the opportunity to create a brighter future for themselves and their families. United Way invests in community partnerships to help our most vulnerable and at-risk residents through organizations and programs that grant equitable access to resources and services across the region.

We recruit people and organizations that bring the passion, expertise and resources needed to get things done. LIVE UNITED® is a call to action for everyone to become a part of the change. United Way of Long Island is an independent locally-operated 501(c)(3) not-for-profit organization, led and governed by an independent Board of Directors. For more information about United Way of Long Island, please visit [UnitedWayLI.org](http://UnitedWayLI.org).