

**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: Resource Development Associate**

**Department: Resource Development**

**Reports to: Resource Development Director**

**FOR HUMAN RESOURCES ONLY**

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| **FLSA EXEMPT: Exempt** | **DATE: September 2023** |

**AUTHORIZED BY:**

# Position Objective:

This position will be responsible for cultivating and recognizing donors and other constituents, increasing donor commitments to United Way and providing a platform for one to one engagement with donors and prospects.

*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 all 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 account management plan for all selected accounts based on communicating United Way impact, thanking and recognizing companies and key volunteers and building and enhancing personal relationship with Employee Campaign Manager’s (ECMs), company members and other key company personal.
* Develop comprehensive written account plans for review 60 days prior to the start of the campaign. Review and analyzes the strategies and opportunities, develop goals and objectives, strategies, and time frames necessary to achieve campaign goals.
* Support Resource Development in identifying new prospects to run workplace campaigns and payroll deductions.
* Develop new business and raise new money from corporations to support special projects.
* Maintain up to date progress reports on all accounts and ensure that account projections are modified accordingly and communicated to supervisory staff in a timely manner.
* Coordinate with the Marketing & Communications Department to ensure appropriate recognition and publicity is provided to accounts as needed.
* Maintain up-to-date information on United Way ANDAR database ensuring all relevant information regarding campaign and company is entered accurately.
* Provide effective presentation to company employees regarding the impact of United Way, proper stewardship of funds, etc.
* Provide necessary support to campaign volunteers by developing CEO proposals identifying prospective goals, objectives, strategies and techniques for new campaigns. Provide information on current companies’ environment to volunteers necessary for a successful CEO call.
* Submit on a regular basis all account management progress reports and related information.
* Attends public functions and performs public speaking as necessary with proficiency to present.

# Educational Requirements:

* Bachelor degree & higher

# Skills and/or Experience Required:

* Minimum 5 years’ experience in fundraising.
* Ability to operate a personal computer and familiarity with automated office support systems and applications, including Windows Office Suite.
* Resourcefulness, creativity, adaptability, flexibility and finesse in working under pressure and with deadlines required.
* 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.
* May be assigned other tasks and duties reasonably related to their job responsibilities.

# 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 Theresa Regnante, President and CEO at [tregnante@unitedwayli.org](mailto:tregnante@unitedwayli.org).