**Tri-County United Way**

**OUR MISSION:**  
Improve lives by mobilizing the caring power of communities.

**OUR VISION:**  
Communities where all individuals and families achieve their human potential through education, financial stability, and healthy lives.

**Resource Development Manager Job Description**

**Position:** Resource Development Manager

**Status:** Non-Exempt Position

**Hours:**  Part-time, 12 - 20 hours per week (average 16), flexible schedule to start

**Core Function:** Support the Executive Director in achieving the fundraising goals of Tri-County United Way

**Reports To:** Executive Director

**Direct Reports:** None

**Primary Responsibilities:** Enhance~~s~~ Tri-County United Way’s fundraising effectiveness by developing annual fundraising plans with input and approval from the Executive Director. Also responsible for the communication and execution of approved plans. Developing relationships throughout our local communities and stewardship of our existing donors will be essential to excel in this role. Must have the ability to work well with staff, volunteers, donors, community stakeholders, and vendors. Sensitivity to confidential information is required.

Specific duties, including but not limited to:

* The RD Manager leads fundraising and donor stewardship efforts to meet individual and organizational goals.
* Manage donor data using a CRM system, ensuring accurate pledge processing and reporting.
* The role involves maintaining donor records and handling account adjustments as needed.
* Develop and execute communication plans to enhance donor engagement and demonstrate impact.
* Collaborate with internal teams and external stakeholders essential for campaign success.
* The RD Manager implements innovative fundraising strategies and special events.

**Qualifications.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience.**

* Associate degree or bachelor’s degree preferred, or minimum of three years’ experience in a similar fundraising position. United Way experience a plus.
* Willingness to work varied hours including evenings and weekends as needed, however, will have flexibility to schedule most of their hours
* Knowledge of the Tri-County communities
* A passion for service to the Community

**Computer Skills.**

Knowledge of basic computer hardware and software applications including email, social media, websites, internet, QuickBooks, and CRM. Must be proficient in Microsoft Office. Experience supporting or working for a 3rd party CRM and/or QuickBooks service provider is a plus.

**Supervisory Responsibilities.**

None.

**Physical Demands.**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, or feel; reach with hands and arms; talk and hear.

**Other Requirements:**

Valid driver’s license  
State compliant vehicle insurance  
Ability to be individually bonded  
Ability for some travel

**Salary:**  $19 - $21 per hour based on experience – Approximately 16 hours per week

**Benefits:** Flexible hours and working locations.  Travel reimbursement.

**Tri-County United Way is an Equal Opportunity Employer.**

**Additional Tri-County United Way Expectations:**

**Core Competencies.**

The position must model the competencies expected of all United Way staff:

* Mission Focused. Employee’s top priority is to create real social change that leads to better lives and healthier communities. This drives employee performance and professional motivations.
* Relationship Oriented. Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator. Employee understands the roles and contributions of all sectors of the Community and can mobilize resources (financial and human) through meaningful engagement.
* Results Driven. Employee is 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. Employee is a steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the greater network.

**Cores Values.**

The position must model and support the values of the organization:

* Commitment to Community Success. Make a positive difference and have a measurable impact of enduring consequence.
* Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our Community.
* Inclusiveness. Aspire to involve every segment of the Community in every aspect of work.
* Integrity and Accountability. Act with integrity that justifies trust.
* Innovation. Value innovation in Community building to affect positive change.

**Behaviors.**

To perform the job successfully, an individual should demonstrate the following behaviors:

* Attendance/punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
* Relationship Building: Strong relationship building skills and ability to work effectively with Tri-County United Way donors, volunteers, agencies, and Community representatives.
* Communication: Excellent verbal and written communication skills, with the ability to effectively communicate in a variety of ways. Strong interpersonal communication skills.
* Ethical: A commitment to professional ethics and ability to handle sensitive and confidential information.
* Teamwork: Ability to interact with internal & external clients.
* Planning/Organizing: Good organizational skills with an ability to prioritize multiple tasks. Strong project management skills.
* Flexibility: Ability to adjust to unexpected assignments, difficulties, and work deadlines.
* Personable and Professional. Inspire through knowledge, demeanor and uncompromising integrity
* Analytical: Adept at in working with market research, campaign data, calculations, and situation assessment in current and potential markets
* Competitive: A desire to win; and wants team to win, as a coach and a player.
* Intelligent: Capacity to understand complex issues adding value in the ongoing development of the Community impact agenda
* Genuine: Strong sense of emotional intelligence and calmness under stress.
* Quality: Demonstrates accuracy and thoroughness.
* Quantity: Meets productivity standards; completes work in timely manner. Works hard, works smart, works fast and gets results.