



Position Description

Position: Director of Development

Reports to: Executive Director

Objective: The Director of Development creates and oversees the implementation of a strategic fundraising plan which includes major gifts, planned giving, workplace campaigns, corporate donations, events, and in-kind resources.

United Way of Windham County values diversity, equity, inclusion, innovation, and adaptability. These core values shape the organizations approach to its work and align with its commitment to the community. United Way of Windham County strives to represent the community, connect resources to the greatest need, empower grassroots efforts, and hold a big picture, forward-thinking vision to guide its work.

Essential Roles and Responsibilities:

Development:

Collaborate with the Board of Directors and Executive Director to develop and implement a fundraising plan that increases revenue and supports the strategic direction and vision of the organization. The development plan should include:

- Individual donors
- Direct mail and email appeals
- Workplace giving
- Corporate sponsorships
- Major gift planning
- Planned giving
- In-kind and Special event management

Data and Information Management:

- Exhibit competencies in the use of data systems including Salesforce, CRM Lite, and others
- Lapsed donor management
- Donor stewardship

Prospecting:

- Cultivate relationships with donors including corporate and individuals with growth potential
- Engage and support the Board of Directors and Executive Director in major donor identification and asks

Position Requirements and Qualifications:

- 3 - 5 years relevant professional experience required
- Organized, creative, highly analytical, excellent verbal and written communication skills effective in a broad diversity of audiences
- Firm understanding of fundraising principles
- Must be able to evaluate situations and make rapid changes to meet the needs of the organization
- Strong organization and planning skills
- Demonstrate ability to work effectively independently and as part of a team
- Must be an effective advocate in articulating the importance of UWWC to motivate and mobilize a wide spectrum of donors and volunteers to support organizational objectives
- Must have a valid driver's license, reliable transportation, and willingness to travel throughout Windham County.
- Must be willing and able to work outside the 8:00 AM to 5:00 PM timeframe, as needed

Compensation:

Starting salary is \$37,000.00 depending on experience. There is room for growth and negotiation in subsequent years as development goals are met or exceeded. The Development & Marketing Director will also receive a benefits package.

United Way of Windham County is committed to guaranteeing equitable opportunity to all qualified applicants and to all employees. We will not discriminate with respect to initial appointment, advancement, and general working conditions against any person regardless of their age, race, biological sex, gender identification, sexual orientation, marital status, national origin, religious or political affiliation, or disabilities. United Way of Windham County is committed to diversity, equity, and inclusion, and we encourage people of color, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to fully serving our community.

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.