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|  | **Mission: We work from the heart to unite caring people to tackle our community’s toughest challenges.****Vision: A compassionate, vital community where people have the education, resources and opportunities to achieve their potential.****Position Mission** **Our Cause: United Way fights for the Education, Health, and Financial Stability of every person in Pierce County. Today we are leading change by Breaking the cycle of poverty in Pierce County.****Bold Goal: United, We will lift 15,000 families out of poverty by 2028**The **Resource Development Officer**, under the direction of the VP of Resource Development, will work to generate, grow and sustain corporate and individual donor relationships and the resource base of the organization to support our mission; to measurably improve the lives of people in our community. Resource Development Officers will work with others on staff to understand and consistently communicate United Way community goals to the public; they are able to articulate progress and positive outcomes achieved as a result of our work and that of our human service partners: they help to educate, engage, and inspire donors, potential donors, and volunteers. They are our front line sales people, critical to our overall success. **Key Accountabilities**Responsibilities: Focus on implementing and stewarding important relationship with volunteers, advocates, supporters, and donors to ensure meeting revenue goals, the Resource Development Officer will:* Maintain a portfolio of Company Accounts: Developing a positive personal relationship with coordinators, key donors, and key executives in one’s assigned accounts; know their interests and priorities; build year round engagement opportunities for top accounts; document this knowledge for easy access and future institutional use. Ultimately execute on the campaigns of one's account portfolio.
* Maintain a Portfolio of Individual Donors: Each RDO has a pipeline of individual donors to cultivate related to their company portfolio. Develop a positive relationship with these donors and help steward them as supporters of United Way of Pierce County and our work.
* Maintain a Portfolio of Prospective Donors: Help grow our donor base and expand the philanthropic reach or our organization by actively advocating for United Way of Pierce County and by being a positive voice from the organization throughout the community.
* Cultivate Investor Climate: Follow up on initial contacts; make regular visits and develop a deep understanding of account and individual donor interests, priorities and aspects to better connect them
* Assist in the preparation of overall fundraising strategies and approaches.
* Based on research about assigned accounts and donors, and on the relationships referenced above, set aggressive campaign goals and be successful in moving toward them.
* Help train and steward Campaign Executives to assist in preparing successful campaigns using “best practices” in one’s assigned accounts.
* Know and effectively communicate United Way’s community goals, and positive achievements related to those goals; demonstrate how donations are making a difference.
* Make professional presentations to companies and community organizations, and/or assist others in making successful presentations.
* Be aware of activities and industry trends that may impact accounts, and maintain accurate ongoing campaign projections based on this data.
* Collaborate closely with others within United Way.
* Steward and support key volunteers.
* Identify future customer needs.
* Resolve problems of assigned accounts.
* Determine customer satisfaction with services.
* Maintain and incorporate in your work an up-to-date knowledge of newly developing competitive / similar, and/or “best” practices.
* Provide accurate project revenue forecasting for budget planning.
* Ensure proper accounting of all pledges/gifts from assigned accounts.
* Communicate openly, honestly and constructively and respect confidential information; help the organization make good decisions by giving your insights and expressing your concerns.

Skills and Competencies: To perform the job successfully, an individual must demonstrate the following competencies to perform the essential functions of this position and achieve high performance.* Mission focused – the ability to create real social change that leads to better lives and healthier communities.
* Relationship oriented – an understanding that people come before process and are astute in cultivating and managing relationships toward a common goal.
* Collaborator – understands the role and contribution of all the sectors of the community and can mobilize resources through meaningful engagement.
* Results driven – dedicated to shared and measureable goals for the common good, creating resourcing, scaling and leveraging strategies and innovations.
* Brand steward – a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater work.

**Resource Development Competencies****Drives Revenue**Effective Fundraiser* Connects with People
* Ambitious and Relentless
* Interpersonal Communicator
* Persuasion and Influence
* Strategic Relationship Building
* Effective & Engaging Communicator
* Embracing & Managing change
* Entrepreneurial and Innovative
* Ability to effectively build organizational and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
* Exceptional capacity for leading and managing people, a team builder who has experience in organizational transition and scaling up organizations.
* Entrepreneurial in approach with a strong work ethic, comfortable in transitions, and ability to stay focused on mission.
* Understanding of fund development and its relationship to successful implementation of philanthropic objectives.
* Open to new ideas; Invests time and resources in training, development and succession for the department; Identifies and grooms a diverse, high quality workforce; Delegates effectively.
* Knowledge of planned giving vehicles; current trends, research and issues regarding planned giving.
* Self-motivated, work with little or no supervision; excellent time management skills; proactive strategic thinker..

**The above statements are intended to describe the general nature and level of work; They are not intended to be an extensive list of all duties, responsibilities and skills required.**Independence of Action & Decision-MakingReceives general direction from the VP of Resource Development. Expected to fully participate in processes to identify department and organization priorities, develop plans, and initiate action within boundaries of strategic direction and goals. Independent action out in the community and with accounts is inherent in the job, so knowledge of strategic, policy, and messaging boundaries is especially important.**Position Requirements and Recommendations**BA/BS degree in Business/Marketing and Communications, or related field/equivalent experience.* Windows 7 and above
* MSOffice – Word, Excel, Access, Outlook, etc.
* Internet / Web
* Well-developed relationship management, customer relations, listening, and communication skills
* Strong presentation skills / 2+ years
* Demonstrates effective negotiation techniques

Team-oriented person with strong interpersonal skills* Excellent oral and writing skills

**Valid driver’s license, proof of insurance and reliable vehicle required.****Physical Factors / Working Conditions**Indoor office environment.Occasional use of personal vehicle.Light lifting of supplies.Occasional non-regular hours.**This position will be open until filled.** |