



**Position:** Vice President of Resource Development

**Type:** Full-time, Permanent, Exempt Position

**Reports to:** President and CEO

**Department:** Resource Development

### **Position Summary:**

The successful candidate will be a proven leader who effectively utilizes volunteer resources, management skills, and communication skills to achieve revenue growth goals. This candidate will also be an active member of the United Way's leadership team to develop and implement strategic organizational initiatives.

### **Responsibilities and Duties:**

- Provides leadership in the development and implementation of the organization's external relations and initiatives for resource development.
- Guides strategic planning and implementation of activities toward annual revenue goals.
- Oversees and directs the administration of the Resource Development staff and initiatives including planning, reporting and dissemination of organizational information.
- Develops and implements strategies to diversify revenue streams beyond workplace campaign, including events, foundations, corporations and major donors.
- Provides leadership to integrate organizational strategies for community impact, volunteer initiatives, marketing and resource development.
- Convenes and leads external relations staff and volunteers in planning, reporting and dissemination of organizational information to further the community's understanding and engagement in organization's activities.
- Builds and maintains year-round positive relationships with companies and leadership donors through collaboration and by retaining a portfolio of prospects and stewards through giving cycles.
- Manages the department budget, assesses related benchmarks and prepares department reports.
- Writes grant proposals and reports on activities to funders as appropriate.
- Provides written communication related to United Way initiatives and accomplishments to various donor groups.

### **Core Competencies:**

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – 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* – Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

**Functional Competencies:**

- *Drives Revenue* –results driven, with a relentless focus on gaining the resources to support United Way’s mission and community impact-focused strategic objectives.
- *Strategic Relationship Building* – develops and maintains strategic relationships that generate the resources necessary to support United Way’s mission.
- *Effective and Engaging Communicator* – effective and passionate communicator, articulating the United Way message in a way that inspires others to act in service to the organization and the community.
- *Embracing Change* – champions and facilitates change to ensure long-term community sustainability. Adapts to changing needs while maintaining positive relationships with all constituents, internal and external.
- *Entrepreneurial and Innovative* – creatively seeks new opportunities to generate revenue and other resources that add greater value to the organization and the community.

**Qualifications:**

- Bachelor's degree from accredited college or university, preferably in an area related to human/social services, business or public administration.
- Minimum of five (5) years experience in resource development (fundraising) setting.
- Experience with both individual and corporate giving is preferred.
- Managerial experience, including managing staff and budgets.
- Ability to build, lead and collaborate with colleagues, nonprofit boards, committees and volunteers.
- Experience with donor management software is preferred.
- Experience with aspects of social media as a fundraising platform.
- Possession of a valid driver’s license and a reliable automobile for regular travel throughout Monterey County.
- Able to lift, carry and transport a 20 pound box.

**Compensation:** Commensurate with experience.

**Benefits:** Benefits include healthcare, dental, vision, retirement plan, disability, life and generous paid time off and holiday policies.

**How to Apply:** Interested applicants are encouraged to submit a cover letter and resume by email to [tina.engquist@unitedwaymcca.org](mailto:tina.engquist@unitedwaymcca.org).

United Way Monterey County is an Equal Opportunity Employer.