



Position: Development Manager
Type: Full-time, Permanent, Exempt Position
Reports to: Vice President Resource Development
Department: Resource Development

Position Summary

The Development Manager, as a member of the Resource Development Department, is charged with raising revenue to support the mission of United Way Monterey County and all of the organization's activities. The Development Manager's primary responsibilities include raising charitable funds through the workplace giving campaign, sponsorships, grants and individual donors. This includes maintaining accurate data related to fundraising and communicating with the public about United Way Monterey County programs, initiatives, grant making and overall role in the community. The Development Manager is also expected to participate in special events and projects, take leadership role(s) as assigned, and support the Vice President of Resource Development in all fundraising activities.

Responsibilities and Duties

- Assist in the preparation and development of campaign plans and calendars.
- Review and analyze the strengths and weaknesses of past campaigns, changes in economic conditions, and any additional factors which may impact the workplace campaign.
- Prepare written recommendations on fundraising strategies, identify potential for improvement and implement action plans.
- Participate in the development and preparation of fundraising materials. Work with the Director of Marketing and Communications in creating strategies for year-round communication with donors and volunteers.
- Arrange and conduct campaign presentations to full spectrum of employees, small business and corporate partners.
- Follow up with on-site volunteers to ensure timely completion of campaign reports and documentation as needed for analysis and strategic planning.
- Assist corporate partners with fundraising events and innovative ideas to encourage giving.
- Implement Stewardship Plans.
- Track and analyze revenue results through use of Excel and donor database software.
- Manage volunteers, board members and organization stakeholders who will assist with the identification, cultivation and solicitation of donor prospects.
- Promote and/or collaborate with the Community Engagement Coordinator to provide targeted opportunities for individuals and corporate employee groups to engage directly with UWMC programs and our mission.
- Research appropriate grant opportunities necessary to achieve goals of the organization, including coordination of information and writing grant proposal.
- Assist VP of Resource Development in developing and managing annual budget.

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 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.

Position Requirements

- Comfortable with public speaking.
- Self motivated, able to work independently and as an integral part of a team.
- Discretion and commitment to maintaining information confidentiality.
- Proficient in use Microsoft Office Suite Applications with advanced knowledge of Microsoft Excel and willingness to learn fundraising database software.
- Ability to provide outreach to locations with limited accessibility.
- Able to lift, carry and transport a 25 pound box.
- Flexible hours.
- Must possess a valid driver’s license, automobile insurance and a reliable automobile.
- Travel by car throughout Monterey County, daily or weekly, as needed.
- Fluent bi-lingual Spanish speaker preferred.

Qualifications:

- BA degree or equivalent with emphasis in Communications, Marketing, or Business Administration preferred.
- Three to five years of professional experience in resource development and fundraising or sales, sales management and customer service.

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

Compensation: \$50,000 - \$60,000 per year, commensurate with experience.

How to Apply: Interested applicants are encouraged to submit a cover letter and resume by email to Tina Engquist at Tina.Engquist@unitedwaymcca.org. Position open until filled.

United Way Monterey County is an Equal Opportunity Employer.