

# United Way of Greater Toledo

Internal Job Posting

Ottawa County Development Officer

December 10, 2018

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**Job Title:** Development Officer, Ottawa County

**Status:** Full-time – Non-Exempt

**Pay Grade:** 4

**Reports to:** United Way Leadership

**Date of Posting:** December 10, 2018

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**Qualified applicants must submit an updated resume with cover letter to**

[recruiting@unitedwaytoledo.org](mailto:recruiting@unitedwaytoledo.org)

**STATEMENT OF THE JOB** With the guidance of United Way leadership, this position will lead the revenue development in Ottawa county. Revenue development includes workplace campaign management, individual donor relationship stewardship and cultivation, volunteer engagement, and event management.

## **ESSENTIAL CHARACTERISTICS:**

- Commitment to United Way of Ottawa County mission statements.
- Must be a self-started and independent worker.
- Ability to utilize time management techniques in balancing multiple priorities and meeting established deadlines.
- Must be comfortable making a fundraising ask and have the ability to maintain solid relationships.
- Strength in mobilizing volunteers to assist with fundraising and event goals.
- A strong drive to collaborate for efficiencies and greater impact in fundraising.

## **DUTIES AND RESPONSIBILITIES:**

### **A. Workplace Campaigns**

Supports all aspects of running workplace campaigns in Ottawa County:

- Build and maintain relationships with companies/organization who run/host United Way campaigns.
- Schedule all workplace campaign events within the company/organization with corporate contact.
- Train workplace volunteers to support the campaign within the company/organization.
- Make United Way presentations aligned with the company/organization's Corporate Social Responsibility (CSR)

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Celebrating 100 Years of Driving Community Change.



## B. Individual Donor Cultivation

Research/analyze, solicit, and maintain individual donors for United Way of Ottawa County:

- Research/Analyze potential donors for both counties by utilizing donor management software and other relationship connections.
- Solicit existing and potential donors for United Way giving.
- Lead the retention of all United Way donors through relationship building and recognition.

## C. Event Management

Supports all aspects of event management in Ottawa County:

- Analyze Return on Investment (ROI) on all potential and current events (consider both awareness events and fundraising events)
- Recruit and manage volunteers to plan and execute all events.

## D. Other duties as assigned

- Seek out and complete grant applications for aligned work.
- Build and maintain relationships and connections with partners in the community who drive impact around community needs in Ottawa County.
- Collect and analyze best practice information from other United Ways across the network.
- Work closely with United Way leadership to have a full understanding of the Community Impact work in both counties.

## CORE COMPETENCIES

<b>Mission-Focused</b>	All United Way employees recognize that the organization's top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
<b>Relationship-Oriented</b>	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
<b>Results-Driven</b>	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
<b>Brand-Steward</b>	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
<b>Continuous Learning</b>	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
<b>Critical Thinking</b>	All United Way employees have the ability to think critically and to solve problems using basic research, analysis and interpretation.
<b>Professional Behavior</b>	All United Way employees conduct themselves in a professional manor and follow organizational guidelines and standards.