



United Way
of Greater Toledo

JOB DESCRIPTION

<u>Position Title:</u>	DEVELOPMENT OFFICER
<u>Department:</u>	RESOURCE DEVELOPMENT
<u>Location:</u>	TOLEDO OFFICE, HYBRID
<u>FLSA Job Status:</u>	FULL TIME, EXEMPT
<u>Salary Range:</u>	\$45,000.00 - \$50,000.00
<u>Organizational Relationships:</u>	
<u>Reports to:</u>	Director, Development & Major Gifts

STATEMENT OF THE JOB:

This role is accountable for achieving fundraising goals within a portfolio of corporate campaign accounts, individual donors of all levels including major gifts, and other revenue sources, utilizing year-round strategies to build and maintain superior relationships, cultivate donors, and engage community members in the work of United Way of Greater Toledo to meet and exceed revenue goals.

ESSENTIAL FUNCTIONS:

- Identify, cultivate, solicit, and steward donors and prospects through visits and other forms of direct personal contact in accordance with performance targets.
- Inspire and mobilize individual and corporate donors to give, advocate, and volunteer by discovering their interests and proposing alignment with our mission and activities.
- Utilize knowledge gathered from donor meetings to develop and implement year-round strategies to engage, cultivate, and steward individual, workplace, and corporate donors.
- Execute on short-term and long-range strategic fund-raising goals and objectives.
- Develop and manage volunteer and donor stewardship programs that help forward goals of the Resource Development team.
- Attend and provide support to donor cultivation and fundraising events as needed.
- Work with appropriate staff to create and implement prospect research and cultivation strategies to maximize potential for corporate and individual giving.
- Partner with Community Impact staff to understand current program innovations and align them with funding opportunities for donors and prospects.
- Work with other departments to ensure cross-functional collaboration and information-sharing.
- Maintain Andar database as a tool to help build relationships by keeping accurate and up-to-date account records.
- Utilize Andar to support data-informed decision-making about workplace accounts and analyze donor information for trends, gaps, and opportunities for revenue growth.
- Evaluate and assess current efforts and propose opportunities for progress and advancement.
- Assist in Event Planning (In person & Virtual)
- Prepare or Assist in Preparing Campaign Materials

ADDITIONAL RESPONSIBILITIES:

- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree desired but not required with at least two (2) years' experience in fundraising, sales, or public speaking.
- Experience building relationships with volunteers, donors, customers, or others.
- Experience with managing multiple projects at one time.
- Or, a comparable combination of education and work experience.

KNOWLEDGE / SKILLS / ABILITIES:

- Strong ability and interest in building relationships and working with people.
- Strong communication and interpersonal skills, including public speaking and writing.
- Ability to manage multiple projects in a fast-paced environment, with high attention to detail.
- Ability to work a flexible schedule outside of standard office hours.
- Ability to work independently and be self-motivated.
- Ability to be an enthusiastic team-player with a positive attitude.
- Strong organizational skills and ability to prioritize projects.
- Knowledge of business and social community.
- Proficient in Microsoft Office applications.
- Ability to learn and become proficient in use of relevant software.
- Must be able to maintain confidential and sensitive information.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **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 brand and understands his/her role in growing and protecting the reputation and results of the greater network.