

ROLE DESCRIPTION

Position Title: Manager of Resource Development	
Reports to: CEO	
Location: Pikes Peak United Way - Main Office	Division: Resource Development
Classification: Full Time;	Supervises: N/A
General Functions: The Manager of Resource Development works as part of the Pikes Peak United Way (PPUW) resource development team with a primary responsibility of managing effective employee workplace campaigns within businesses and organizations throughout the Pikes Peak region. Great opportunity to open doors!	

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – top priority is to create 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** – understands his/her role in growing and protecting the reputation and results of the greater network.

ESSENTIAL FUNCTIONS

- Raise money for Pikes Peak United Way by meeting or exceeding annual fundraising goals. Goals will increase annually.
- Research and strategize to partner with new businesses or new sectors for PPUW and manage relationships with senior staff of these organizations to identify company campaign coordinators, and volunteer staff to help plan and implement successful workplace campaigns, corporate gifts and fundraising events. Include calls made in weekly report.
- Works with company campaign coordinators & senior staff to help plan and implement successful workplace giving campaigns, fundraising events and volunteer opportunities.
- Makes presentations before employee groups to educate and motivate year-round campaign engagement with PPUW. Include presentations made in weekly report.
- Responsible for securing sponsorships, cornerstone partners, and corporate gifts resulting in commitment to PPUW.
- Manages accurate account information in the United Way Andar donor database in a timely manner. Manage Andar Data Mining, tracking and performance reports.
- Responsible for engaging current Leaders in Giving, and growing new Leaders in Giving through year-round campaign engagement. Include calls made in weekly report.
- Prepare mandatory weekly report for supervisor by close of business on Friday.
- Assist companies with special events and partner agency visits.
- Develop positive relationships internally, and externally.

- Work cross-functionally with finance, marketing and community impact to ensure integrated approach to achieving objectives.
- Assumes additional responsibilities, as needed, to support fellow team members.

JOB QUALIFICATIONS:

- Effective public speaking skills
- Excellent verbal, and written skills.
- Strong work ethic with emphasis on responsibility integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Good time management skills.
- Team player.
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous donor database experience helpful
- Professional demeanor and appearance
- Previous fundraising experience required

ENVIROMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

Please send cover letter and resume to Kim@ppunitedway.org