

ROLE DESCRIPTION

Position Title: Resource Development Manager	
Reports to: Resource Development Senior Manager	
Salary: \$52,000 - \$60,000 (\$25.00 - \$28.00/Hour)	
Location: Pikes Peak United Way – 518 N. Nevada Avenue	Division: Resource Development
Classification: Full Time, Non-exempt	Supervises: N/A
General Functions: The Resource Development Manager is responsible for managing all aspects of corporate and employee engagement, campaigns and stewardship of individual donors within the assigned portfolio. The position will establish, grow and strengthen relationships with employers, donors and internal leadership/influencers to maximize engagement and giving through corporate social responsibility. This position will work with corporate campaign coordinators to create an effective team in building donor relationships, establishing and meeting fundraising goals.	

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS

- Understands and implements annual and long-range fundraising plans for corporate and individual donors to include increased giving, participation and engagement.
- In collaboration with Resource Development leaders, develops fundraising goals within corporate and individual donor portfolios.
- Ability to create productive relationships and connections within the community served.
- Develops prospect relationships and financial goals for prospective corporate and individual donors.
- Manages data for all portfolio accounts in Pikes Peak United Way’s CRM system (Andar).
- Shows proficiency in presentation logistics from start to finish in all forums.
- Reviews historical data to better understand opportunities for alignment within specific business sectors.
- Understands and researches data trends in fundraising.
- Understands strategic planning processes.

ADDITIONAL REQUIREMENTS/COMPETENCIES:

- Understands, develops and communicates a thorough understanding and support for the mission of PPUW.
- Develops and maintains a strong working relationship with other departments.
- Attends PPUW events, including occasional weekends.
- Takes initiative and sees tasks through with minimal supervision.
- Understands goal performance reporting and the individual impact.
- Opportunity to provide input for approval of development and maintenance of special committees and interest groups.
- Provide excellent customer service through relationship centered connection with business and individual opportunities.
- Promote a cooperative, diversified and inclusive spirit among coworkers and other partners.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

- Bachelor’s degree and/or 3 years of progressively responsible experience in the field of account management, fundraising, sales or related field.
- Proficiency in account management, customer service, community relations, sales and marketing, project management and volunteer management.
- Organizational and interpersonal skills are critical to this position.

- Effective communication and public speaking skills.
- Effective time management is essential along with the ability to multi-task.
- A demonstrated keen sense of relationship building is needed.
- Must be computer proficient and detail oriented.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates and all other constituents in the community.
- **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.

ENVIROMENTAL FACTORS:

Business office environment: professional dress/attire expected. Physical demands of the position include prolonged sitting and/or standing, occasional lifting to 50 pounds and regular use of the 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.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.