

Position Title: Resource Development Manager

Reports To: **C.E.O.**

About Us:

United Way of Clallam County advances the common good by creating opportunities for a better life for all. Our focus is on Education, Income and Health – the building blocks for a good quality of life. We recruit people and organizations who bring the passion, expertise and resources needed to get things done, and have worked for over 50 years to improve community conditions in Clallam County. Through a variety of efforts, including an annual workplace fundraising campaign, fund distribution activities, community assessments and cross-sector collaborations United Way of Clallam County encourages others to give, advocate, volunteer and LIVE UNITED.

***Our Mission/Goals****: To strengthen our communities by enhancing the ability of people to live safe, healthy, and productive lives.*

* To remain the premier fundraising group in our community for human service needs.
* To work with the community to provide leadership in meeting human service needs.
* To help people give to our community.
* To be a constructive voice for human service needs in Clallam County.

**General Position Summary:**

The Resource Development Manager is responsible for developing and executing the annual United Way Fundraising Campaign which includes, but is not limited to:   
1) annual workplace campaigns for the public and private sectors; 2) individual donor engagement including donors outside the traditional workplace.

The position will identify, cultivate, retain, and develop donor prospects in and out of the workplace; establish and strengthen relationships with donors, employers, and the community as a whole to build donor loyalty, raise/leverage resources, and ensure a positive brand experience with United Way. The Resource Development Manager is accountable for the effective and efficient management of donor accounts generating annual contributions to meet or exceed organizational revenue goals.  This position requires flexibility to work primarily 9:00 – 5:00 with some non-traditional hours and some travel throughout Clallam County. Salary range $20-$22/hour. Benefits include a Simplified Employee Retirement Plan, 100% employer paid healthcare for employee and a cell phone stipend.

**Essential Duties and Responsibilities**The following duties are representative, but not limited to the responsibilities of this position. These assignments may change as the needs and priorities of the organization evolve.

**Campaign**

The Resource Development Manager will support the growth and development of United Way’s fundraising goals by:  
-Cultivating and managing ongoing relationships with current and prospective donors   
-Facilitating workplace campaigns and related events from start to finish  
-Providing ongoing and timely donor recognition and appreciation  
-Planning events for workplace campaigns, affinity groups, and any other United Way event as needed  
-Training and managing volunteers to support annual campaigns  
-Developing and maintaining quality relationships to establish a large, committed volunteer base who support United Way  
-Managing and updating a relationship database of current and potential donors  
-Coordinating materials needed for workplace campaigns   
-Assisting with campaign related web and social media content  
-Participating in community activities which contribute to the acquisition and retention of individual donors   
-Completing other duties as assigned

**Community Impact**

-Providing staff support/coordination for Youth United – scheduling, preparation of documents, materials for activities, partner with other community partners, support youth recruitment and activity recruitment

-Expanding program to other school districts

-Planning and coordinating annual letter awards and other event(s)

**Marketing/Advertising**

-Joint responsibility for creating a marketing / advertising plan and messaging in collaboration with Chief Executive Officer, staff and volunteers for the campaign and the Clallam Community Foundation

-Developing campaign materials including ad photos, brochures/pledge form, Report to the Community, brochures, social media, videos, radio ads/programs

-Collaborating with staff to create monthly newsletters and daily social media posts

**Clallam Community Foundation**

-Marketing the Clallam Community Foundation to potential donors, including development of marketing material (newsletters and brochures)

-Educating the board, volunteers, financial and legal professionals and donors about giving through Clallam Community Foundation

**Requirements, Qualifications, Skills and Abilities**  
-Passionate about United Way’s mission  
-Bachelor’s Degree and a minimum of two years of relevant experience or equivalent combination of education and experience  
-Superb relationship building/management skills  
-Excellent verbal/written communication skills  
-Strong organizational and time management skills  
-Mastery of MS Office applications, including Word, Excel, PowerPoint and Outlook  
-Ability to operate office equipment, including copiers, printers, fax machines and scanners  
-Excellent problem solving skills, research skills, and ability to follow through  
-Adaptability and openness to alternative solutions and flexibility when interacting with others  
-Capable of handling multiple projects with competing priorities   
-Ability to meet deadlines while anticipating quickly changing needs  
-Attention to detail and accuracy  
-Work both independently and as a collaborative team member  
-Ability to maintain a high level of confidentiality, a professional demeanor, and to represent the organization in a positive manner at all times  
-Must have reliable transportation  
-Must have ability to perform work that could require sitting, walking, stooping, bending and lifting up to 25 pounds

Please send resumes with cover letter and references to [info@unitedwayclallam.org](mailto:info@unitedwayclallam.org) or P.O. Box 937 Port Angeles, WA 98362