

# United Way of Central Florida Job Description

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## Position Title: Chief Development Officer

<b>Department: Resource Development</b>	<b>FLSA Classification: Exempt / Salary</b>
<b>Location:</b>	<b>EEO Classification: Official or Manager</b>
<b>Supervisor: President</b>	<b>Status: Full Time</b>

### Summary:

Oversees all aspects of UWCF's fundraising, resource development strategies and initiatives, including maintaining and enhancing current efforts and creating new revenue streams through the annual workplace campaign, individual and major donor programs, planned-giving, endowment, in-kind gifts, and targeted impact campaigns while furthering the overall mission, growth and expansion, ensuring stability over long-term change and development of the organization.

**Essential Duties and Responsibilities** include the following: (Other duties may be assigned to meet organizational needs)

- Formulate fundraising efforts of the organization to include strategic planning, staff management and leadership to meet annual and long-term financial goals
- Develop actionable strategies for meeting and exceeding those goals through grants, sponsorships, gifts, donations, and fundraising events
- Provide mentorship to others through accurate and honest guidance/feedback establishing trust and understanding
- Structure the Resource Development team to best approach a variety of financial development goals
- Provide results-driven leadership to others through example and sharing of knowledge/skills
- Raise awareness of the organization and its primary goals through outreach efforts, regular events in the community, publications, and media relations
- Discover new and potentially lucrative revenue streams for expansion of the organization's fundraising efforts
- Identify top investment opportunities for existing accounts
- Track revenue and fundraising trends, then use the information to predict future opportunities for expansion efforts and avoid any downtrends in individual, corporate or foundation gifts
- Plan and oversee fundraising events to make sure all donor needs are met, and fundraising goals are achieved
- Serve as primary contact for all fundraising events, vendor coordination and food volunteers; create schedule for each
- Solicit donations from large corporate donors
- Publish regular updates, in coordination with the Marketing & Communications Department, on major events and success of the organization
- Cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization and showing them progress their donations have made possible
- Perform other duties as assigned

### Supervisory Responsibilities:

November, 2021

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- Directly supervises Senior Resource Development Team to include Sr. Director of Resource Development, Sr. Director of Campaign Advancement, Sr. Director of Strategic Initiatives. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work; appraising performance of employees; addressing complaints and resolving problems.

## **Qualifications/Requirements:**

- Must be able to clearly and effectively present information with confidence to top management and donors, fundraising events, public groups and/or boards of directors
- Must possess strong interpersonal skills and the ability to work with a wide variety of potential donors and supporters
- Ability to respond to questions from groups of managers, clients, customers and the general public
- Must be able to motivate team members to operate at the highest levels for relationship management, donor stewardship, accountability to metrics and integrity
- Must exercise exceptional time management and multi-tasking skills and be able to handle a rigorous schedule of fundraising deadlines
- Must demonstrate knowledge of development strategies, social media campaigning, and public relations
- Ability to respond to common inquiries or complaints from customers or members of the business community
- Ability to write speeches and articles for publication that conforms to prescribed style and format
- Proficiency in personal computer skills including electronic mail, recordkeeping, routine database activity, word processing, spreadsheets and graphics
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to read, analyze and interpret technical, financial and legal documents
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

## **Education/Training/Experience:**

Bachelor's degree (B.A.) from four-year college or university required;  
A minimum of 5-7 years' related experience and/or training;  
Or equivalent combination of education and experience.

## **Physical Demands:**

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

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**Travel Demands:**

Must have reliable transportation and ability to travel to worksites and community-based meetings and events

**Disaster Response:**

Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.