

United Way of Central Florida Job Description

Position Title: Resource Development Manager

Department: Resource Development	FLSA Classification: Exempt / Salary
Location:	EEO Classification: Official or Manager
Supervisor: V.P. Resource Development	Status: Full Time

Summary: To cultivate relationships with existing and new accounts to organize and manage workplace campaigns while striving to maximize account potential and reach desired goals

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Work with Campaign Chair to ensure progress of campaign
 - Establish date and time for weekly meeting
 - Establish what campaign information to be provided at meetings
 - Provide update on all aspects of campaign to chair
- Provide updated campaign information to Campaign Chair for monthly board meetings, Senior Team and staff meetings
- Responsible for Campaign Cabinet meetings
 - Establish date and time for meetings
 - Follow up the Resource Development Managers for updated information
- Responsible for all RD/Campaign events, working with Marketing, other than those pertaining to Publix
- Work with Marketing to make sure all campaign materials and supplies are available
- Monitor workload of Loaned Ambassadors
- Collaborate with key decision makers on the development of workplace campaigns
- Monitor resource development activities of accounts, identify problems and opportunities and develop appropriate responses
- Responsible to all new Resource Development staff to understand job responsibilities and provide training as needed
- Implement appropriate methodology for effective fundraising strategies
- Update and maintain all campaign data into the Andar system
- Staff a Community Investment Team
- Participate in various internal and external committees and professional organizations
- Follow all organization's policies, practices, and procedures
- Participate in proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge/skill
- Perform other duties as assigned

Supervisory Responsibilities

Responsible for the supervision of Loaned Ambassadors

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Qualification/Requirements:

- Ability to read, analyze and interpret technical, financial and legal documents. Ability to respond to questions from groups of managers, clients, customers and the general public. 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. Ability to effectively present information to top management, public groups and/or boards of directors.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- 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.
- Proficient personal computer skills including electronic mail, recordkeeping, routine database activity, word processing, spreadsheets and graphics
- Ability to handle multiple tasks simultaneously
- Ability to handle a rigorous schedule of deadlines

Education/Training/Experience

Bachelor's degree (B.A.) from four-year college or university; or one to two 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.

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.

Updated: July 2014