**Position Title: Resource Development Manager**

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| **Department: Resource Development** | **FLSA Classification:** Exempt / Salary |
| **Location:** | **EEO Classification: Official or Manager** |
| **Supervisor: Sr. Director of Workplace Campaign** | **Status:** Full Time |

**Job Summary:**

The role of the Resource Development Manager is to cultivate relationships with existing workplace campaign contacts and build new relationships to solicit workplace accounts. The RD Manager will organize and manage an assigned set of workplace campaign accounts. This position is charged with assisting each workplace account with strengthening workplace fundraising to maximize account potential and reach desired goals. Additionally, this role is responsible for tracking and updating account information in the donor database.

**General Expectations:**

**All employees are expected to adhere to the following:**

1. **Perform quality work within deadlines without direct supervision.**
2. **Interact professionally with all donors, board members, volunteers, vendors.**
3. **Work effectively as a team member on all assignments.**
4. **Adhere to company policies.**
5. **Ability to report to work with a professional appearance adhering to company dress code standards.**
6. **Must have reliable transportation.**

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

* Manage workplace campaign accounts in a timely manner. Consists of scheduling presentations with workplace coordinators, managing a calendar of events for each workplace and developing a communication and stewardship plan for each account.
* Monitor workplace account activity to identify problems and opportunities and develop appropriate responses.
* Work with staff to ensure progress of campaign and goals are measured.
* Provide timely and accurate reports pertaining to workplace accounts at staff meetings.
* Track workplace account contacts, pledges, and fundraising activity in donor database
* Provide updated campaign information to team lead for monthly board meetings, Senior Team, and staff meetings.
* Attend monthly campaign meetings with Campaign Upper Cabinet
* Responsible for supporting all RD/Campaign events, working with Marketing.
* Work with Marketing to make sure all campaign materials and supplies are correct and available in a timely manner to meet deadlines.
* Manage portion of the Ambassador program.
* Collaborate with staff and committee volunteers to develop workplace campaign goal.
* Support volunteer committee leadership in planning of events and setting goals for affinity groups.
* Staff a Community Investment Team.
* Participate in various internal and external committees and professional organizations.
* Perform other duties as assigned.

**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.

**Qualification/Requirements:**

High level of proficiency at Excel and dealing with multiple sheets.

Strong writing and public speaking skills.

Ability to read and analyze reports.

Strong computer skills: Ability to learn ANDAR (CRM), PowerPoint, Word, & Outlook.

Available to attend early morning, evening, and/or weekend meetings on a periodic basis, and should be able to travel independently throughout assigned area.

Sound knowledge of fundraising principles and practices.

Possess exceptional organizational and interpersonal skills.

Demonstrate leadership ability in carrying out assignments and handling confidential matters.

Ability to work under tight deadlines, and both independently and as part of a larger team.

Ability to identify information sources, gather information and effectively analyze the information gathered.

Developed networking and donor relationship management skills.

Ability to positively represent the organization at professional and social events.

Strong verbal and telephone skills.

Ability to read, analyze and interpret technical, financial, and legal documents.

Ability to handle a rigorous schedule of deadlines.

**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.