**Position Title: Director, Highlands County Operations**

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| **Department: Resource Development** | **FLSA Classification:** Exempt / Salary |
| **Location:** **Highlands County** | **EEO Classification: Official or Manager** |
| **Supervisor: Chief Development and Marketing Officer** | **Status:** Full Time |

**Summary:** The role of the Director of Highlands County Operations is to develop, coordinate, implement and direct the activities of the campaign and work with the home office to execute funding initiatives in Highlands County. This role is responsible for oversight of the corporate philanthropy team and leading the team towards the implementation of aggressive goals designed to provide the necessary financial resources to achieve organizational needs and fundraising growth. Additionally, this role provides direction to the home office to develop communications, marketing, planning and assistance with all brand communication.

**General Expectations:**

All employees are expected to adhere to the following:

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

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

* Leads all activities of the Highlands County Campaign
* Oversees and directs the corporate philanthropy team in Highlands County
* Advises and oversees management of the Advisory Board. Includes working alongside Advisory Board Chair to develop direction in Highlands County.
* Works with Advisory Board Chair to develop agenda of monthly meetings, and communicates with Council on issues with accounts, volunteer opportunities, allocation process and Community Investment Team.
* Facilitate the Community Investment Team recruitment, training and goals
* Notify advisory board regarding staff/office issues and support needs
* Leads support to the corporate philanthropy team to identify opportunities and develop appropriate responses with workplace accounts
* Ensures the affairs of the Highlands County campaign are met: include budgeting, strategic planning, staff management and leadership to meet annual and long-term financial goals
* Manage a set of corporate accounts and individual donors. Consists of scheduling presentations with workplace coordinators, managing a calendar of events for each workplace and develop a communication and stewardship plan for each account
* Manages stewardship and cultivation plan and ensures processes are followed to accurately identify, cultivate, steward, thank and recognize donors
* Implement fundraising best practices to maximize revenue and develop partnership opportunities throughout the local business community
* Responsible for maintaining accurate data on accounts, analyzing data, campaign results and develop strategies based on findings
* Oversees the Ambassador/Internship Program and key volunteers (including but not limited to Resource Development Chair, and all workplace campaign account leads)
* Work with United Way of Central Florida’s Marketing Department to administer a year-round marketing and communications program supporting a specific campaign and corporate initiatives
* Facilitate timely communication and accurate reporting externally and internal with staff, management and volunteers on all aspects of the campaign and collaborating with the Marketing Department as needed
* Serve as lead for all events and engagement opportunities in Highlands County
* Participate in various internal and external committees and professional organizations
* Perform other duties as assigned

**Qualification/Requirements:**

* High level of proficiency at Excel (multiple sheets and formulas).
* 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
* Possess exceptional organizational and interpersonal skills
* Demonstrate leadership ability in carrying out assignments and handle 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

**Education/Training/Experience:**

Bachelor’s degree (B.A.) from four-year college or university; and five to eight years related fundraising, sales 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 Emergency Support Function (ESF 15) is activated after they have assessed the welfare of their families and the safety of their own surroundings. It is expected that all employees will work in their disaster response roles as assigned, which could include areas outside of the UWCF tri-county area.