

**Executive Director Davie County United Way
Position Description**

Functional Title	Executive Director of Resource Development
FLSA Status	Exempt
Reports To	Davie County UW Board of Directors
Purpose	To provide professional staff-leadership to manage and grow a portfolio of key corporate and individual partners which will contribute to the achievement of United Way's annual fund-raising goal. To identify new resource opportunities in order to grow revenue and annual and long-term fundraising goals and promote United Way's strategic mission, with a measured focus on personal donor connections.
<p>Responsibilities, in priority order:</p> <ol style="list-style-type: none"> 1. Prepares and executes year-round relationship plans for company accounts and individual investors with a focus on maximizing potential and revenue growth. Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams. 2. Develops and adapts plans for challenging companies. 3. Focus on attracting and developing new partnerships. Experience of utilizing the strength of an organization brand for individual donor and corporate donor development. 4. Heavy focus on individual donor engagement with expectations of meeting ambitious goals around personal contact with donors and prospects. Proven ability to build, manage and develop key stakeholders, major donors, and corporate donor relationships. 5. Works closely with volunteers to leverage experience and connections to gain better access to company leadership and build stronger, more effective relationships. Recruits volunteers to support fund raising program, including board members. Partners with board of directors to build fund raising capacity. 6. Prepares and executes an ongoing engagement plan for assigned individual donors. 7. Prepares and executes an individual campaign plan for all accounts assigned. 8. Ensures the accuracy of data on all accounts and maintains strict confidentiality of personal account and financial information. 9. Establishes a rigorous individualized personal and professional development plan. 10. Understands and supports United Way's strategic direction in the community. 11. Identifies and develops new opportunities for resources. (expansion in existing accounts as well as potential new companies/investors) 12. Performs other duties as assigned. 	

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Attributes:	<ul style="list-style-type: none"> • Strong entrepreneurial spirit, comfortable working in a changing environment, effective and persuasive communicator, treats others with respect and dignity, collaborative, focus on shared goals, strong attention to detail. Proactive with a high sense of urgency. • Highly self-motivated and able to work autonomously, take initiative and make decisions.
Skills	<ul style="list-style-type: none"> • Persuasive customer-oriented sales skills, effective oral and written communications skills; exceptional organizational skills; thorough analytical abilities; good interpersonal skills; strong supervisory and management skills. • strategic thinker; strong experience with MS office suite • Spreadsheets and campaign application software. Substantial fundraising and management experience, a talent for building relationships and proven track record in • securing funds from corporate sources, foundations, trusts and major donors. • Experience in development of an individual donor program including donor marketing is preferred.
Primary Relationships	Maintains and builds solid relationships with our focus corporate partners and their employees. Works closely with volunteers to help build these relationships.
Education	Bachelor's Degree
Experience	5-8 years of experience in fund raising or other relevant business experience with a proven record in successful fund raising and change management.
	Required cover letter and resume will need to be sent to hr@uwforyth.org . Posting will close May 22,2020. Equal Opportunity Employer