



JOB POSTING

Date: 12/02/2009
Position Title: Resource Development Director - Maryland
Region: Maryland
Department: Resource Development
Direct Supervisor: Senior Director Resource Development Operations
Status: Full-time

Primary function: To provide United Way oversight in the assigned campaign region by developing and maintaining effective professional relationships with company representatives. Researching, planning, implementing and measuring effective workplace campaign strategies. Take the lead in defining goals and mobilizing resources. To achieve goal, spends approximately 65% of time in the field with accounts. Effectively promoting United Way programs and services on a year-round basis to maximize contributions during campaign process; working with volunteers to influence company leadership support of United Way of the National Capital Area.

Major Areas of Responsibility:

- Grow region with new accounts and increase card value of existing campaign accounts.
- Campaign analysis, planning, implementation and evaluation of performance in assigned campaign division.
- Planning and implementation of assigned campaign support programs or administrative functions of the Resource Development division.
- Maintain cooperative relationships with regional staff for campaign planning, implementation and evaluation.
- Develop volunteers through cultivation, recruitment, training, motivation and recognition.
- Provide management and leadership to assigned Development Associates/Loaned Executives to assist in conducting effective campaigns within assigned division.
- Accurately project final campaign results and close out campaign by meeting projected numbers.
- Provide team leadership for special projects as assigned.
- Providing supervision of staff.

Specific Duties:

- Oversee, develop, maintain, utilize database (Andar); provide campaign analysis of accounts in assigned division.
- Oversee, develop, maintain, and operate with proficiency management of eBusiness accounts.
- Develop, cultivate, recruit, train and manage volunteers on year-round basis.
- Develop, recommend and implement campaign strategies, work plan and calendar.
- Manage the campaign division to ensure success.
- Plan and implement assigned Campaign support programs or administrative division functions.
- Adhere to established budget guidelines.
- Other duties as assigned.

Requirements:

Resource Development Director - posting
Rev 032409-113009

Education: Bachelor's degree required

Experience: Five+ years successful experience in professional fund raising and/or sales/sales management. Demonstrated experience in managing a \$5 million campaign portfolio.

Skills: Strong supervisor (coaching, team building, etc.)
Ability to work with diverse population
Strong interpersonal and customer service skills
Strong attention to detail
Strong organizational, planning and time management skills
Excellent verbal and written communication skills
Supervisory experience
Proficiency in Microsoft computer applications
Good math aptitude

Interested candidates should apply directly to Human Resources at careers@uwnca.org. Please submit a cover letter, resume or summary of your qualifications **by December 16, 2009.**

United Way of the National Capital Area
8391 Old Courthouse Rd., Vienna, VA 22182

**An EOE
M/F/D/V**