



POSITION DESCRIPTION

Job Title: Resource Development Specialist

Reports To: Vice President Resource Development and Vice President Community Impact

Job Level/Status: Exempt

Division: Resource Development and Community Impact

Job Responsibilities and Duties

- Campaign management system account maintenance: donor information updates, data extraction and report writing
- Statistical data preparation under the guidance of Resource Development staff and volunteers to be used in analyzing trends and developing plans
- Work closely with the Community Investment staff and community partners on preparation of proposals and grant applications supporting United Way's community impact work as well as administrative duties tracking and reporting grant outcomes
- Coordinate key campaign functions such as speaker's bureau and informational fairs
- Serve as Account Manager for select campaign accounts to include education and government units and direct mail campaign
- Participate in the training and supervising of loaned employees during the annual campaign
- Completes special assignments and projects as needed

Important Information:

- Must have the ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets
- Must have the ability to manage and prioritize multiple tasks simultaneously
- Must have the ability and desire to meet, develop relationships, and work with a variety of people
- Expected to have a commitment to excellence and to the mission of UWGT

Core Competencies:

Builds Relationships

Initiates, builds and continuously strengthens relationships with all customers, internal and external, by constantly seeking, understanding, and responding to customer needs and wants.

Acts and Thinks Strategically

Is guided in all work by UWGT's mission, vision, and strategic goals. Ensures that UWGT's plan of work and allocation of resources are aligned and deployed with UWGT's strategic direction. Continuously monitors interim and final results to measure progress, adjust tactics, and evaluate success, and set future goals.

Achieves Results

Takes initiative, maintains a persistently focused effort, remains goal and results oriented, and continues to improve. Sets daily, weekly, monthly, quarterly, and annual project goals; creating specific plans to meet them.

Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings, and diverse group presentations or meetings. Delivers information effectively in a variety of formats including letters, memos, analytical reports, grant proposals, and presentations.

Exhibits Decisiveness

Exhibits the ability to take the initiative or risk required to identify problems, generate and evaluate alternatives to overcome them, and reach a decision on the most effective strategy for a given solution. Able to make quick decisions and take risks in order to achieve results

Demonstrates Leadership

Provides leadership to achieve high quality, sustained results that create a consistently high performing organization.

Influence Management

Able to make a persuasive argument to influence an audience; develops and uses subtle strategies to influence others; works to make others feel ownership in one's own solutions; identifies key decision-makers on issues of concern; develops and effectively uses networks, inside and outside of UWGT.

Job Requirements:

Education: Bachelors Degree

Skills:

- Technical and analytical skills
- Strong communication skills
- Advanced computer abilities
- Time management

Experience:

- 3-5 years experience in positions with progressively increasing responsibilities related to resource development, sales or public relations
- Experience working with and supporting volunteers
- Experience using written and verbal skills
- Proficient knowledge of Microsoft products

Physical Demand:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand; walk; and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Prepared March 2009