

Development Manager

Job Type: Full-Time, Hybrid work

Salary: \$40,000 - \$45,000, depending on qualifications and experience

Location: Lebanon, Tennessee

To apply: Interested candidates should submit a cover letter and resume to Jennifer Pitt at jennifer@givetouwwc.org. Email subject line should read "Development Manager Application".

No phone calls please.

The Development Manager oversees all the United Way of Wilson County and the Upper Cumberland's (UWWUC) fundraising efforts and manages relationships with donors, companies, and funding opportunities. The Development Manager plays a key role in advancing the mission of UWWUC and ensuring its financial sustainability.

Responsibilities include planning, organizing, coordinating, and reporting on annual company campaigns and fundraising, special event management, program/project development, and relationship building with donors.

OVERVIEW OF RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Fundraising and Campaign Account Management

- Develop and execute annual development plan, and meet or exceed campaign goals on a consistent basis
- Responsible for leading and overseeing all aspects of fundraising and development activities
- Identify and solicit new companies and donors to start new employee giving campaigns
- Consult with company coordinators to help companies design effective employee giving campaigns
- Cultivate, maintain, and strengthen relationships with corporate donors, individual donors, and volunteers
- Coordinate, deliver, and collect campaign materials and track contributions
- Make presentations to individuals and groups as requested and required
- Arrange for speakers and campaign materials to support company campaigns
- Develop, implement, and follow processes for gift receipts, acknowledgements, donor development, solicitation, and follow-ups
- Continuously research, identify, pursue, prepare, and submit funding and grant opportunities with governmental, corporate, civic, individuals, and non-profit programs
- Assist in planning, organizing, and executing fundraising events, virtual events, etc.
- Convey the needs of the community to encourage individual contributions, advocacy, community, and volunteer involvement
- Coordinate volunteer events as needed

Marketing Duties

- Define, create, and produce promotional and educational materials (brochures, pamphlets, etc.)
- Proactively, stay informed on current developments within the agency for publicity opportunities

- Research, write, and submit articles and press releases to the media (radio, TV, newspapers, blogs, etc.) in support of the agency
- Maintain social media accounts

Administrative Duties

- Participate in developing the campaign calendar including campaign dates, events, meetings, and reporting dates
- Attend regular meetings with the Executive Director to review campaign progress
- Maintain current, detailed records of all campaign activities in the customer relationship software system
- Consistently track and report campaign progress and results

Other

- Follow agency policies and procedures as outlined in the Employee Handbook
- Maintain professional and organizational standards while representing UWWUC
- Display a business professional appearance
- Display passion for UWWUC's mission
- Provide excellent customer service at all times
- Treat all persons with respect at all times
- Assist with general office support as needed
- Perform all other duties as assigned

Qualifications and Requirements

- Bachelor's degree preferred and two-year minimum experience working in fundraising, sales or related field
- Excellent public speaking (with the ability to effectively present information in group settings)
- Nonprofit experience preferred
- Strong knowledge of the community is a plus
- Excellent verbal, written, and listening communication skills
- Proficiency in technical skills (social media platforms and Microsoft products, including Word, Excel, PowerPoint, Publisher, and Outlook; donor management software a plus)
- Excellent time management skills with the ability to manage a variety of projects and programs
- Strong organizational skills and attention to detail are required
- Must be able to work effectively both independently and collaboratively

Physical Demands / Work Environment

- Local travel is required and reimbursed; must have a valid driver's license, automobile insurance, and a reliable vehicle
- Frequently exchanges information in person and/or in writing via telephone and computer
- Employee is regularly required to sit, stand, walk, reach with hands and arms, talk and hear
- Frequently operate a computer and other office equipment to compile and retrieve information
- Occasionally positions self to reach files, binders, etc. above the head and/or near the floor
- Occasionally lift and/or move up to 25 pounds
- Occasional work outside of normal business hours

The information in this job description is designed to indicate the general nature and level of work performed by the employee and does not list all duties of the specific job.