

*An Equal Opportunity Employer Committed to a Diverse Workforce*

## **JOB DESCRIPTION**

**Job Title:** Director, Development  
**Department:** Development  
**Reports To:** VP, Development  
**Classification:** Exempt Management  
**Close Date:** Open until filled

### **Summary:**

United Way of the Bay Area seeks a creative and detail-oriented Development Officer to raise money for the Bay Area health and human care programs by cultivating, managing, and growing a portfolio of approximately one hundred workplace accounts, including management of staff.

The Director is a key relationship manager for high capacity Finance/Banking sector corporate accounts overseeing all fundraising functions within assigned portfolios. The Director is a proven leader and responsible for building sustainable relationships with local corporations where UWBA has an active presence and building support for its programs. In addition, the Director will supervise one permanent and up to three seasonal employees and be responsible for cultivating, soliciting and engaging investors in workplace campaigns. The Director must be able to articulate the vision for the team, implement donor strategy, and guide the staff accordingly. This position will assist our client companies in the development/refinement of their corporate community involvement programs including Fundraising/Workplace Giving programs, Major Gifts, Volunteerism and Corporate gifts.

The candidate will have the ability to work with a broad range of people, organize and implement a workplace campaign, make presentations to both management and line employees to educate employees on the work of United Way and ultimately, ask employees to make annual financial contributions to the annual campaign. Candidates must be deadline-driven, detail oriented, and committed to excellent customer service. They will also be a self-starter and able to independently drive projects with multiple stake-holders.

### **Responsibilities include:**

- Conduct account reviews, identifying potential growth opportunities and determine most effective use of time and resources.
- Develop strategy for each top account and establish, in cooperation with management, measurable goals and objectives to meet organization goals.
- Manages at least one Development Officer along with support staff.
- Provide appropriate training/resources, manage timelines, provide direct support, i.e., speaking engagements, event facilitation, etc.
- Provide high level, quality donor service by maintaining a positive and proactive relationship to all assigned accounts; maintain thorough communication logs on Andar of interaction with accounts.
- Maintain year-round relationships and penetrate account for additional new business opportunities outside of campaign season.
- Facilitates the development of the Annual Campaign Goal, monitors progress, and reports results against it.

## **JOB DESCRIPTION – Director, Development**

- Cultivates ongoing relationships with account representatives, donors, and prospective donors to identify their philanthropic interests and improve knowledge and support of UWBA.
- Manage volunteers during pre-campaign cultivation events and activities, including keeping them updated on account activity and prepared for cabinet meetings.
- Manage Employee Campaign Coordinator and Campaign Representative during annual campaign process for maximum performance within each account.

### **Requirements:**

- Experience managing at least one direct report.
- Consistent track record of success in consultative sales environment.
- Strong donor focus and understanding of how to effectively manage ongoing donor relationships.
- Self-motivated, goal oriented, ability to get job done.
- Excellent oral and written communication skills (including public speaking), and solid relationship management skills at all levels in organization.
- Strong computer skills including above average competency on Word, Excel and PowerPoint. Comfort and knowledge of Internet. Must keep communication logs up to date with timely customer interaction reports (using Andar).
- Four year college degree
- Management and project management experience a must;
- Able to manage/supervise, lead, and build a highly qualified team of development associates.
- Other non-profit/philanthropic experience/demonstrated interest desirable.
- A California driver's license and a satisfactory driving record are conditions of initial and continued employment.
- Supports an inclusive environment and values the individual traits, skills and talents of all staff and customers.

### **Physical demands:**

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 the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **Salary:**

\$60,000 to \$63,000 annually

### **To apply:**

Submit resume along with cover letter (including salary requirements), and reference job title to one of the following:

1. HRD, 221 Main Street, Suite 300, San Francisco, CA 94105, OR
2. E-mail to [careers@uwba.org](mailto:careers@uwba.org), OR
3. Fax to 415-808-4406 (Attn: HR)