



LIVE UNITED

Development Officer

Reports to: Director of Resource Development

United Way of Southwestern Indiana engages the community to deliver measureable results in the area of education, income, health and essential community needs. The Development Officer will play a key role in strengthening the leadership giving program and improving donor retention, acquisition, and growth. The position requires skills in: relationship-building, leadership, presentations, communication, organization and planning.

KEY RESULTS AREA: Strengthen United Way's leadership giving program while improving donor retention, acquisition, and growth

- Build successful relationships with individuals, foundations, and other sources to support a sustainable leadership giving program
- Achieve clearly defined revenue goals
- Identify, qualify, cultivate and solicit leadership gifts (\$1,000+ donors)
- Develop and propose strategies for solicitation of leadership gifts that match donors' philanthropic interests and the United Way's impact work.
- Develop increasing levels of involvement and support among donors and prospects through regular correspondence and contacts in person, by phone, and mail
- Meet performance objectives including the completion of between 10 – 15 personal face-to-face visits with assigned prospects/donors each month
- Assist the campaign team with leadership giving programs at selected major campaign accounts including the development of leadership strategies, communication plans, and materials
- Develop and maintain a targeted, segmented list of donors, prospects, and donor referral sources, including foundations
- Identify grant opportunities via private, state and federal sources
- Research and implement a planned giving program
- Develop meaningful ways to engage affinity group members throughout the year, including: personal visits, executing unique events, and volunteer opportunities
- Create stewardship and recognition opportunities to thank donors
- Assist in the organization of special events and processes related to leadership giving activities, including: kickoffs, networking events, educational forums, etc.

POSITION REQUIREMENTS:

- Bachelor's degree with at least three years experience in fund raising, sales, or other relationship- building experience
- Ability to effectively build relationships with major investors, corporate leaders, community members, colleagues, and volunteers
- Ability to leverage and communicate effectively with diverse audiences
- Demonstrate maturity and good judgement
- Strong project management skills and experience with the ability to prioritize and manage multiple projects and deadlines
- Ability to effectively communicate a case for giving in a variety of ways, including but not limited to: public speaking engagements, small group meetings, one-on-one meetings and written materials
- Must work collaboratively throughout the organization and influence those who are not direct reports
- Effectively evaluate, analyze and interpret fundraising data and information to advance development activities
- Experience in working with Data Management Systems, Andar experience preferred
- Ability to handle confidential information and management of a variety of responsibilities

TO APPLY:

To respond to this opportunity, please go to:

HR@unitedwayswi.org

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.