

**TITLE:** Resource Development Specialist

**DEPARTMENT:** Resource Development

**REPORTS TO:** Vice President of Resource Development

**STARTING SALARY:** \$40,000-\$45,000

**EMPLOYMENT STATUS:** Full-Time

**FLSA STATUS:** Exempt

**WHO WE ARE & WHAT WE DO:**

United Way of Olmsted County (UWOC) is a community change organization that fights for the education, health, and financial stability of every person in our community. United Way fights to erase divisions, bridge divides, and right inequities. We connect people with resources that change lives and transform our community. You can learn more about our organization, our impact, and our values at [www.uwolmsted.org](http://www.uwolmsted.org).

**HOW YOU'D FIT IN & STAND OUT:**

- This role is managed by the Vice President of Resource Development and sits on United Way's Resource Development team, which is a team of four.
- Our team has a strengths-based culture and finds value in diverse skills and strengths.
- Our team is a group of dedicated relationship builders who inspire others to share their time, talents, and treasures to advance the mission of UWOC to achieve community-level change. We serve as representatives of the mission and secure resources to fund the mission.
- We are looking for someone to take on the role of our Resource Development Specialist. This role will require a high degree of relationship building both individually and in group settings in a variety of workplaces in our community.
- This role also requires exceptional organizational skills and the ability to prioritize many competing tasks.
- In other nonprofit organizations this role may have a title like "Fundraiser."

**PRIMARY RESPONSIBILITIES & EXPECTATIONS:**

The Resource Development Specialist recruits, develops, and supports the volunteers (workplace champions) who are the key to the success of our annual workplace campaign. An annual workplace campaign allows businesses in our area to encourage philanthropic giving, primarily through payroll deduction.

The United Way raises approximately 70% of our funding through our workplace campaigns. Approximately 100 businesses in Olmsted County run a workplace campaign. Understanding the motivation, goals, and needs of the businesses, their employees, and their volunteers, the Resource Development Specialist ensures a successful annual workplace campaign.

**Fundraising**

- Collaborate with our corporate partners and manage all facets of workplace fundraising campaigns to achieve revenue goals.

- Recruit, train, and support campaign volunteers through their workplace so they can be effective advocates as they invite their fellow co-workers to invest philanthropically in our community.
- Complete corporate grant applications as assigned.
- Lead the development, organization, and distribution of campaign supplies, both physical and digital. This may include training documents, swag gifts, flyers, and other items deemed necessary to run an effective campaign.
- Coordinate workplace engagement events, including kick-offs and award ceremonies.
- Coordinate group volunteer opportunities for corporate partners through collaboration with local nonprofits.
- Assist with sponsorship prospecting, recruitment, and asks, as needed.
- Attend networking events throughout the community to build relationships and increase donor prospects.
- Analyze fundraising campaign results and develop strategies for continuous improvement.
- Assist Resource Development Operations Specialist with ensuring an updated donor database for workplace giving.

### **Small Business Network**

- Recruit local businesses to join the Small Business Network and make a financial contribution.
- Increase engagement opportunities with our organization for local small businesses.
- Expand program to new local markets, as our service area grows.
- Develop a plan for volunteer and networking opportunities with a focus on the needs of our small business community.

Specific work experience in each of these areas is not required, we welcome the opportunity of growth. We expect our new Resource Development Specialist will have done some but not all of these types of tasks in the past. We will provide support for on-the-job learning if you possess the core competencies described below:

### **THIS JOB IS FOR YOU IF YOU:**

- Are a great storyteller and are passionate about helping people thrive in our community.
- Enjoy community and corporate outreach and being out of the office, meeting with volunteers and advocates.
- Feel comfortable presenting information to various audiences and speaking in front of small and large groups.
- Have direct or transferable work or volunteer experience, such as event planning, customer service, or sales.
- Are committed to excellence and to providing exemplary customer service.
- Possess outstanding interpersonal, team, and customer service skills.
- Are flexible; can change focus and priorities easily; able to prioritize and multi-task in a fast-paced environment.
- Have an ability to work independently with little or no supervision.
- Have an exceptional ability to follow-through.
- Are proactive, able to anticipate problems, and plan solutions.
- Possess strong organization and planning skills.
- Are comfortable working on a PC and using Office 365, Microsoft Teams, Zoom, Microsoft Forms, Online Email Marketing Platforms (like MailChimp or Constant Contact) as well as learning new software.
- Possess the following core competencies:

**Mission Focused** – The United Way Pro’s top priority is to create social change that leads to better lives and healthier communities. This drives their performance and professional motivation.

**Relationship-Oriented** – The United Way pro understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

**Collaborator** – The United Way Pro understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

**Results-Driven** – The United Way Pro is dedicated to shared and measurable goals for the common good: creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

**Brand-Steward** – The United Way Pro is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

#### **HOURS:**

- Our typical work week is 37.5 hours.
- Located in Olmsted County – We are looking to hire a resident or someone willing to live within daily commuting distance, as we are rooted in our local community.
- Typical office hours are Monday-Friday from 8:30am-5:00pm.
- We offer flexible work schedules to meet individual and family needs, and we need you to be available during peak times to meet with internal and external stakeholders. We are willing to work together to make sure both employee and organizational needs are met.
- Occasional availability outside of typical office hours is expected for special events, as individual circumstances allow.

#### **OUR WORKPLACE:**

United Way of Olmsted County is an equal opportunity employer. Individuals who share lived experiences with the people and communities we serve are strongly encouraged to apply. We intentionally do our best to eliminate bias and remove barriers for applicants. UWOC encourages applications from individuals of all races, genders, ages, and abilities.

#### **COMPENSATION AND BENEFITS:**

- Starting salary of \$40,000 - \$45,000 per year, depending on qualifications.
- Employees are paid electronically twice a month.
- Benefits include health, dental, and life insurance; 403b retirement plan with generous employer match available after one year of employment; up to 8 weeks paid parental leave.
- 20 days paid time off plus 10 paid holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, and two floating holidays to be used at the employee's discretion).

#### **TO APPLY:**

To apply, please email Stephanie Rudeen ([stephanier@uwolmsted.org](mailto:stephanier@uwolmsted.org)) with a cover letter and resume. Qualified applicants will receive a reply to schedule a follow-up conversation. We will keep the position open until it is filled.