**TITLE:** Vice President of Resource Development

**DEPARTMENT:** Resource Development

**REPORTS TO**: President

**STARTING SALARY:** $60,000-$75,000

**EMPLOYMENT STATUS**: Full-Time

**FLSA STATUS**: Exempt

**WHO WE ARE AND 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 WOULD FIT IN AND STAND OUT**

* The Vice President of Resource Development supervises a team of three staff. The team engages a variety of volunteers to support development activities. This position works collaboratively with the VP of Community Impact and the CFO to achieve organizational and revenue goals.
* Our organization has a strengths-based culture and finds value in diverse skills and strengths. We strive to create a people-centered culture based in mutual respect and mutual accountability.
* We are looking for a self-motivated, highly organized fundraising professional with a history of increasing responsibility, including experience supervising people.
* The successful candidate will demonstrate an ability to effectively build organizational routines and staff capacity, developing a top-notch resource development workforce and the processes that ensure the organization runs smoothly.

**PRIMARY RESPONSIBILITIES AND EXPECTATIONS**

The Vice President of Resource Development is responsible for increasing individual, corporate and foundation support for United Way of Olmsted County. This position is responsible for achieving annual revenue goals through cultivation of relationships throughout all levels of the community. Leading a team of fundraising professionals, this position collaboratively plans, organizes, and effectively executes multiple, simultaneous initiatives throughout the year.

The VP also works intentionally to develop, implement, and refine donor experiences. This includes cultivating individual donors and maintaining engagement with corporate partners in our community year-round. The VP oversees all aspects of resource development, including workplace campaigns, major gifts, planned giving, individual giving, and grant writing.

**Strategic Fundraising**

* Develop and coordinate long-range strategic fundraising plans to secure necessary resources to support the organization’s mission.
* Oversee integrated fundraising strategy that includes workplace campaigns, major gifts, planned giving, individual giving, and grant writing.
* Develop and implement processes to strategically cultivate current and prospective individual, corporate, and foundation contributors year-round.
* Work with President to diversify revenue streams.
* Lead effort, in coordination with the President, to identify, recruit, and engage key community volunteers in fundraising efforts.
* Serve as one of the faces of the organization, educating key audiences about important community issues, how we are addressing those issues, and the outcomes of their investments in our efforts.

**Team Management**

* Build and lead a diverse team, providing superior coaching and mentoring to develop a team of high-performing individuals. This position currently supervises three direct reports.
* Support staff in developing and achieving goals to meet organization’s revenue needs.
* Collaborate effectively with peers to plan and execute cross-departmental projects.

**Major Gifts**

* Build relationships and engagement with top accounts, including setting and meeting revenue goals.
* Cultivate major gifts year-round, maintaining an individual portfolio.
* Build strong partnerships and leverage relationships with community leaders and CEOs. Work collaboratively with President and Resource Development staff to secure corporate gifts.
* Serve as the lead account manager for our largest corporate account. This includes completing an annual grant process, meeting with the account team on a regular basis, and assisting the account in executing their employee giving campaign across their enterprise.

You may not have specific work experience in all these areas, and that’s okay. We expect our new Vice President of Resource Development will have experience in at least 60% of these areas. We will provide support for on-the-job learning where appropriate, as long as you possess the core competencies described below.

**THIS JOB IS FOR YOU IF YOU**

* Possess 8+ years of relevant work and/or education experience, including significant experience leading major fundraising initiatives. A CFRE is preferred.
* Feel passionate about being part of a mission-driven organization working to create an equitable, thriving community.
* Demonstrate exceptional capacity for leading and managing people, with experience in organizational change management.
* Possess strong written and verbal communication skills in English, with the ability to effectively present information and respond to questions in both one-to-one and large group environments. Successful grant writing experience is a plus.
* Are comfortable using software and applications such as donor management software, Microsoft office suite, Zoom, Asana, and others.
* Possess the following core competencies:

**Talent Management and People Development—**You build and lead a diverse, high performing team. You are open to new ideas while ensuring the team’s work is aligned with mission and strategy. You provide and receive feedback to build confidence among staff and maintain strong performance.

**Effective Fundraising—**You come with extensive knowledge of fundraising practices, including planned giving. You have a relentless focus on gaining financial resources to support United Way’s mission and strategic community impact objectives. You understand how traditional philanthropic practices have been complicit in producing inequitable outcomes, and you are not afraid to take calculated risks to ensure we lead with our values while meeting revenue goals.

**Business Acumen and Strategic Direction—**You understand our community and its business environment, and you apply that knowledge strategically to cultivate support and meet revenue goals. You possess and apply advanced knowledge and management of fundraising and marketing principles to ensure successful campaigns. You understand general business and financial principles required to lead, manage, and align resources for high performance.

**Operational Planning and Execution—**You establish effective and efficient processes that align resource development priorities with greater organizational goals, strategies, and mission. You collaborate effectively with internal and external stakeholders to communicate and execute organizational strategies.

**Outward Turning—**You develop strategic relationships to benefit United Way and the community. You know the key players in the community and are diligent in maintaining and expanding our network of partners. You establish credibility for United Way as a leader on critical issues and solutions affecting our community, serving as an effective spokesperson for United Way and its work.

**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 that may limit other applicant pools. UWOC encourages applications from individuals of all races, genders, ages, and abilities.

**HOURS:**

* Our typical work week is 37.5 hours.
* Typical office hours are Monday-Friday from 8:30am-5:00pm. This position requires some availability outside typical office hours to attend community events and meetings.
* Located in our service area of Olmsted, Dodge, Winona, or Fillmore Counties – We are looking to hire a resident or someone willing to live within daily commuting distance, as we are rooted in our local community. In-person meetings and activities are required on a regular basis.
* 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.
* Hybrid work options are available on an individual basis.

**COMPENSATION AND BENEFITS:**

* Starting salary of $60,000- $75,000 per year, depending on qualifications.
* Employees are paid electronically twice a month.
* Benefits include health, dental, and life insurance; 403b retirement plan with up to 9% employer match available after one year of employment; 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 application materials to Pam Wright ([PamW@uwolmsted.org](mailto:PamW@uwolmsted.org)). In the email we ask for:

1. **A resume** that summarizes your work/skills/training/educational history. Our aim is to understand where you have worked/volunteered before and the types of roles you have had.
2. **A cover letter consisting of approximately 3-4 paragraphs describing how you believe you meet the qualifications for the position**. Your cover letter may be included in the body of the email or in a separate attachment.

Applications received by May 26 will be given priority consideration. We will continue screening applicants until the position is filled.

We welcome inquiries from potential applicants. Please direct questions to Pam Wright at [PamW@uwolmsted.org](mailto:PamW@uwolmsted.org).