



United Way of Will County

Development Director

THE ORGANIZATION

United Way of Will County (UWWC) is bringing together powerful partnerships to build lasting, social change in our community. Our workplace is fast-paced and friendly, small and mighty, progressive and transformative. At UWWC we believe in celebrating success, learning from the past, and setting ambitious goals. Our work in Will County not only identifies local issues impacting Will County residents, we take it further to seek solutions, convene partners and invest resources that will create social change to last for years to come. We offer competitive pay, a comprehensive benefits package including, medical, dental, vision, and a 403b, a generous PTO schedule, and offer a hybrid work environment. If you like what you hear AND have the passion to make a difference in Will County, keep reading and send your resume in today!

POSITION OVERVIEW

The Development Director works to enhance and build revenue and resource generation, corporate engagement, and volunteerism that when combined, drive community impact and positive change in Will County. This full-time, salaried position is part of a cross-functional team working to advance UWWC's impact priorities: Education, Economic Mobility, and Health & Wellness. The position works side-by-side with the Community Impact Director, requires occasional early morning, evening, and weekend events, and reports directly to the President & CEO.

KEY RESPONSIBILITIES

Revenue Generation/Fundraising

1. Lead Annual Campaign efforts by managing the identification, cultivation, and stewardship of new and existing partners with the goal of expanding opportunities and increasing revenue.
2. Provide leadership, training, and support to corporate partners to engage employees year-round through successful giving campaigns, calls to action, and volunteer engagement opportunities through proper planning, implementation, and follow-up.
3. Represent and articulate United Way of Will County's mission and direction to diverse company and community audiences through group presentations, individual conversations and community event attendance and participation.
4. Identify potential opportunities to increase revenue from both existing and new donors, including annual appeals, lapsed donors, corporate gifts, sponsorships, and impact partnerships.
5. Lead, manage, coordinate, and attend various fundraising events and engagement opportunities to increase and enhance community awareness and visibility of UWWC, including but not limited to Annual Golf Outing, Family Support Days, Spirit of Giving, and a variety of external community outreach and networking events.
6. Effectively articulate our community impact work and results through donor stories, workplace initiatives and corporate and community engagement activities via verbal and written communication methods, including but not limited to social media networks, donor newsletter, press releases, and interviews.

Relationship Management

1. Build, maintain, and steward year-round relationships with key corporate contacts, volunteers, and community leaders and inspire for deeper engagement.
2. Research, identify, and develop relationships with business and individual prospects, sharing the United Way value proposition through in-person meetings and strategic communication.
3. Develop strategies to assist in the recruitment of campaign leadership and impact volunteers and cultivate their engagement.
4. Solicit constructive feedback to identify areas for continuous improvement of processes, messaging, or implementation.
5. Support volunteer needs/requests of corporate partners through the identification of community projects.
6. Foster the development and growth of internal UWVC programs through program management, community/volunteer engagement, and partner cultivation.

Information & Process Management

1. Track, maintain accurate records, and prepare reports from CRM system on revenue generation, donor/campaign retention, and business development activity throughout the year.
2. Proactively collect key data on campaigns, evaluate results, and propose creative recommendations.
3. Create, review, prepare, and coordinate the delivery of solicitation and acknowledgement letters for individual and corporate gifts, sponsorships, special gifts and initiatives.
4. Handle and respond to telephone calls, visitors, and correspondence and provide information to solve donor/client needs.
5. Support office, other departmental operations, and organizational needs as assigned.

Qualifications & Requirements

- Bachelor's degree, preferably in business, marketing, public relations/communications, or nonprofit management with minimum three years fundraising experience; or will consider a combination of education, training, and related business experience (sales/relationship management).
- Proven track record of soliciting and securing donations, sponsorships, or major gifts.
- Advanced project management skills, with demonstrated attention to follow-up.
- Expertise in donor analysis/trending and strategic planning in the development of new revenue streams (both short- and long-term) and ability to collaboratively bring them to fruition.
- Exceptional interpersonal and communication skills (written and verbal); ability to build relationships and influence a diverse range of people.
- Proven self-starter and team player, leading projects independently and demonstrating proficiency in identifying solutions and opportunities.
- Demonstration of strong analytical skills in evaluating and interpreting fundraising data.
- Strong presentation skills, confidently articulating messages in both group and individual settings.

- Valid driver's license, proof of auto insurance, and daily access to a personal vehicle due to local travel.
- *Preferred:* Experience with grant writing and/or grant reporting.
- *Preferred:* Experience with Andar or other donor/Customer Relationship Management (CRM) databases.
- *Preferred:* Previous experience in content design using Canva.

Working Environment & Conditions

- Ability to move between sitting at a computer/meeting, standing, walking for 6-8 hours.
- Ability to lift, carry, load/unload up to 30 pounds (in-kind donations and internal initiatives)
- Ability to work outdoors with occasional exposure to moderately disagreeable weather.
- Ability to operate a personal vehicle on a daily basis.

Why Work at United Way of Will County

Every day is a new opportunity to have a profound impact on your community! But we also acknowledge that this requires commitment, passion, and good ole' fashion hard work, which is why we offer a comprehensive salary and benefits package!

- Competitive salary, commensurate with experience: hiring range is \$55,000 - \$70,000!
- Benefits: we offer medical, dental, and vision insurance that go into effect the first month following two months of employment AND a 403b where employees are eligible for an employer contribution equivalent to 7% of salary after one-year and one-month of employment!
- PTO (Paid Time Off): We know that in order to take care of our community, we must take care of ourselves. We provide ample time to recharge and take time off to enjoy life. Our generous PTO package includes:
 - 15 paid holidays
 - Paid vacation time that begins accruing on day one
 - Four, paid personal days each year
 - Quarterly team building outings to rejuvenate as a team
- Flexible Work Environment: We acknowledge that our work is in the community and that each team member has different responsibilities. We offer a flexible work environment, hybrid modality, including both in-office and remote work.

Are you ready to join our team? Interested candidates can apply by submitting a resume and cover letter, including salary requirements, to jobs@uwwill.org.

United Way of Will County is an Equal Opportunity Employer.