

Director of Development & Donor Relations

Organization Overview

United Way of Sheboygan County (UWSC) improves lives and community conditions in measurable, lasting ways so that everyone in Sheboygan County can live life to their fullest potential. We are committed to creating lasting change through four key impact areas: youth opportunity, healthy community, financial security, and community resiliency. By focusing our efforts, we work alongside our nonprofit and corporate partners, small businesses, government, school districts, foundations, volunteers, and thousands of donors to solve complex social issues through private/public partnerships that invest in our community. **We are looking for a dynamic, people-focused, energetic, friendly, organized, and civic-minded person to join our flexible, family-oriented and mission-driven team as the next Director of Development & Donor Relations.**

Summary of Position

The Director of Development & Donor Relations activates our mission through fund development efforts that connect our donors to their impact. Leading donor engagement activities through cultivating workplace campaigns and individual donor relationships to help us to meet our fundraising goals is the focus. Working closely with a supportive team (staff, board, volunteers), this role leads the organization in meeting our fundraising goals and keeping stakeholders connected to community needs and social impact ...all while making a difference.

About You

You believe in helping neighbors in need through the power of collective giving. You are a dynamic, public speaker with attention to detail and follow-through. You understand the significance of relationship-based change making and aren't afraid to ask for donations that support crucial services. You like to stay busy, make connections, and empower people to give back. You are team-oriented and self-motivated while being driven, passionate and energetic in your approach to raising dollars to improve lives.

Overview of Essential Duties & Responsibilities (with other duties as assigned):

- Lead fundraiser for the organization working alongside our board of directors, President/CEO, Chief Financial Officer, Director of Marketing & Outreach and impact team.
- Develops and implements fundraising strategies, objectives, and tactics in alignment with the strategic plan
- Cultivates and maintains donor relationships with existing and potential donors, including individuals, corporations, small businesses, foundations, and government
- Collaborates with internal impact team to identify, solicit, acknowledge, and steward donors along the continuum from entry to bequest
- Engages individual and corporate donors to better understand giving goals and needs

- Educates the board, staff, Campaign Engagement Committee (and other United Way committees as needed) on all aspects fund development
- Leads donor relations through communication and accurate donor database management

Workplace Campaign Duties & Engagement

- Executes all facets of the annual workplace campaign from strategy to implementation which includes the following:
 - Develops and maintains good working relationships with Workplace Campaign Ambassadors supporting individual company workplace campaigns
 - Performs as main contact for all workplace campaigns
 - Organizes workplace campaign presentations and outreach including in-person presentations, virtual, and distribution of workplace campaign materials
 - Works closely with the Director of Marketing & Outreach to align messaging and strategy for workplace campaign engagement, including creation of materials and on-going donor touchpoints
 - Oversees Community Engagement Committee including facilitation and coordination of meetings
 - Analyzes and evaluates workplace campaign giving, tracks progress, disseminates monthly reports and makes recommendations for improvement
 - Works alongside the Chief Executive Officer and Chief Financial Officer to project current and future workplace campaign revenue aligning with key performance indicators in the strategic plan
 - Utilizes CRM to manage donor relations and leads workplace campaign acknowledgement efforts

Individual Donor Engagement

- Coordinates and executes annual campaign appeal and ensures timely preparation and completion
- Ensures accurate donor data and utilizes CRM for management
- Cultivates individual donor relationships through strategic touch points working alongside the staff, on all levels of the continuum
- Engages individual donors to volunteer
- Tracks progress and outcomes to prepare and present reports on individual donor giving trends

Special Events

- Co-leads annual Campaign Celebration event
- Collaborates with the UWSC staff to plan and execute other special events (including but not limited to; Day of Caring, Spirit Awards, Family Fun Fest, Youth Mental Health Golf Day, Nonprofit Appreciation Day, etc.)
- Enlists and solidifies special event sponsorships and inkind donations with impact team support

Marketing & Outreach

- Works alongside Director of Marketing & Outreach to create fund development materials including for individual appeals and workplace campaigns
- Attends community fairs representing UWSC
- Attends assigned external community meetings representing UWSC
- Supports social media marketing campaigns as part of a donor engagement strategy

Administration General

- Guides and supports donor relations through managing donor records and relationships including donor communication efforts, in-person meetings/presentations, and donor data entry
- Models and works to advance UWSC's commitment to inclusion, diversity, equity and belonging in partnering and engaging with Board, staff, volunteer, donor, and community stakeholders
- Actively manages donor acknowledgement process and implementation

Education and/or Experience

Associates or bachelor's degree preferred (Human Services field) with required high school diploma or equivalent. An encouraged minimum of five years' hands-on professional nonprofit sector fund development experience desired.

Supervisory Responsibilities

The role does not currently have direct supervision responsibilities, but supervision responsibilities is possible in the future (including and not limited to: grant writer, interns, administrative support, etc.).

Competencies

1. **Job Knowledge:** Understands and applies UWSC mission, values, and policies. Knows and understands the specific requirements of their position. Demonstrates analytical and conceptual skills. Performs the technical skills required for their work. Organizes and utilizes resources to accomplish tasks. Up to date with trends in field.
2. **Initiative:** Follows through on assignments and responsibilities with minimal supervision. Originates new ideas or methods. Takes action without prompting. Identifies ways to innovate and improve processes.
3. **Communication:** Communicates effectively and clearly with manager, co-workers and public in writing and orally. Ideas are presented in an organized fashion and are easily understood. Exhibits a pleasant, upbeat communication style. Exhibits strong emotional intelligence skills.

4. **Work Quality:** Work produced is accurate, timely and appropriate. Work performed meets goals for quantity and quality. Meets deadlines. Manages budgets within constraints. Sensitive to issues of confidentiality.

5. **Team Player:** Displays commitment to and involvement in UWSC initiatives, programs and events. Collaborates well with others within and beyond the department. Performs fair share of duties and tasks. Willingly lends a hand to co-workers.

6. **Job & Professionalism:** Shows enthusiasm, optimism, and desire to help others. Strives to achieve goals. Behaves appropriately with co-workers, UWSC volunteers and community partners. Presents self positively and responsively. Contributes to a positive work environment. Demonstrates a high level of ethics in their work.

7. **Judgment & Problem Solving:** Arrives at decisions in a thoughtful, logical manner. Considers alternatives. Applies expertise to solve problems. Seeks advice from and consults with others when appropriate. Makes good decisions and follows through. Is thoughtful about the use of UWSC resources and does not waste unnecessarily.

8. **Culture and Service:** Understands and aligns with the UWSC culture and mission consistently and contributes to making UWSC a warm and welcoming place. Helps enrich lives. Greets and interacts with others in a friendly, welcoming manner. Addresses service issues immediately and effectively.

9. **Interpersonal Skills:** Well-developed interpersonal and leadership skills and the ability to work with people of varying backgrounds and cultures. Must be dynamic public speaker with an effective public presence. Demonstrates flexibility and ability to deal with change. Strong project and time management skills and possess a demonstrated ability to think and act strategically.

10. **Written and Oral Communication Skills:** Ability to effectively craft/present information and respond to questions from stakeholder: donors, nonprofit partners and general public.

11. **Computer Skills:** To perform this job successfully, an individual should have a proficiency in Windows and Microsoft Office, and an ability to become proficient in industry-specific database systems. Practical knowledge of web environment and use of social media platforms necessary.

12. **Mathematical Skills:** Ability to work mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Work Environment & Physical Demands

Reasonable accommodation may be provided to enable individuals with disability to perform the essential functions of this job. Access to a vehicle and state-issued license is encouraged for travel needs (events, volunteer recruitment, presentations) but majority of the position is at a typical office space doing standard office function, taking donor meetings, at participating workplace campaigns out in the community. Noise levels vary.



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Salary and Benefits

Salary Range: \$62,000-78,000

Benefits: 75% employer paid health insurance premiums (individual or family), 7% employer paid (no employee match needed) 403(b) retirement, Flexible Spending Account (FSA) (\$50 employee contribution with \$1,510 employer addition), Paid Time Off, Holidays, Life Insurance, Short-Term and Long-Term Disability, family-friendly workplace environment with remote hybrid possibility after completion of probationary training period.

To Apply

To apply please send your resume and cover letter to Kate Baer, President & CEO, at kate@uwofsc.org.

Hiring Timeline

This job posting will remain open until the right candidate is found.