



United Way of Kankakee & Iroquois Counties Job Description: Development Manager

United Way fights for the health, education, and financial stability of every person in our community.

The Development Manager (DM) takes ownership of projects and activities related to the development of United Way of Kankakee & Iroquois Counties. Assisting the Executive Director (ED), the DM conducts workplace fundraising campaigns at companies across the region, develops relationships with donors and prospective donors, and gives presentations to community groups for the purpose of raising awareness and furthering the mission of United Way. The DM reports directly to and serves alongside the ED as the face of the organization.

Roles and Responsibilities:

The roles and responsibilities of the DM include, but are not limited to, the following:

- Work with volunteers and the Board of Directors to manage workplace giving fundraising campaigns
- Participate in developing all marketing materials to promote United Way, its partner agencies, and its events throughout the year.
- Take ownership of all social media marketing, including Facebook, Instagram, and Twitter. Use target marketing, insight analytics, and paid promotions to reach United Way's intended audience.
- Find creative ways to engage the community and other organizations in order to advance United Way's mission.
- Oversee the development of United Way's internship program and supervise intern(s)
- Manage the Wheels and More Raffle, United Way's top fundraising event of the year
- Participate in the planning and execution of United Way's annual events: Women United, Annual Dinner, Day of Action, and others.
- Assist with office management and administrative tasks
- Other duties as assigned

Required Qualifications:

- Bachelor's Degree in Business, Nonprofit Management, Communications, or a related field
- Preferred: 2 years of fundraising experience
- Must be willing to work outside of normal business hours on occasion
- Must be willing and able to drive within Kankakee & Iroquois Counties
- Must be comfortable with public speaking
- Must be able to maintain confidentiality