



**United Way of Kankakee
& Iroquois Counties**

Position Title: Development Manager

Class: Exempt

Reports to: Executive Director

Purpose of Position:

The Development Manager will work closely with the Executive Director to develop, lead, and implement UWKIC's strategy to advance our mission and create stronger communities. This individual will oversee all aspects of UWKIC's resource development strategies including the annual fundraising campaign, special events, affinity groups, planned giving and sponsorships. This position will collaborate closely with others to plan and execute effective public relations, strategic communications, and projects that build the United Way brand and strengthen relationships with key constituencies.

Key Responsibilities and Specific Duties:

Corporate Account Management

- Execute defined strategies to increase annual revenue, attract and retain donors and promote year-round engagement within assigned portfolio
- Build relationships across functions and levels within companies including executives, management, foundation, human resources, marketing and communications
- Implement strategies to develop relationships including sharing data, creating customized campaign activities, and personalizing the relationship
- Increase participation and average giving by building a network of UWKIC ambassadors within corporate partner relationships
- Develop growth plans for portfolio of accounts
- Stay apprised of trends or issues in relevant industries that affect business climate or culture and economic environment which could impact fund development
- Give presentations to corporate partners demonstrating UWKIC impact in the community

Women United Affinity Group

- Develop and maintain quality relationships, cultivating and stewarding members through high-level interactions and touchpoints
- Communicate clearly and regularly with members to deepen their engagement within Women United programs and events
- Provide guidance and direction for volunteer projects selected by affinity group steering committee to support the mission of UWKIC
- Develop, plan, and implement events that recognize, steward, and further cultivate current donors, volunteers, and prospects

Special Events

- Serve as the project manager for fundraising events, including United Way ANY K, Shop and Dine United Week, Annual Dinner, and other special events
- Serve as the project manager for Women United signature events, including the annual breakfast, quarterly volunteer opportunities, and other special events
- Partner with Community Impact Manager to connect company representatives and individuals with tours, impact opportunities, and other volunteer projects

Additional Responsibilities

- Prepare regular reports to assess progress of campaigns, develop process improvement recommendations
- Maintain accurate and detailed donor and account information in appropriate databases
- Regularly assess progress to goals, identifying what drives and impedes progress, work to develop solutions to address gaps
- Collaborate on design and execution of cultivation plans for Leadership donors that will result in retention and growth in giving
- Advocate for UWKIC's work through effective and compelling communication to advance engagement and brand value

Qualifications:

- Minimum of 2 years of experience in fundraising, business development, or related field
- Knowledge of account management, customer service, community relations, project management, and/or sales and marketing
- Must have excellent written and verbal communication skills, a strong reputation for integrity and professionalism, and problem-solving skills
- Attention to detail and analytical skills
- Ability to take initiative, manage competing priorities and carry projects to completion with minimal supervision
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully and inclusively with people of diverse backgrounds
- Post-secondary education in a related field (e.g., public relations, marketing, business development, etc.) is preferred
- Valid driver's license required, as well as access to reliable insured automobile to be used for work-related travel throughout Kankakee and Iroquois counties

How to Apply:

Interested applicants may send a cover letter and resume to Kerstin Rust, Executive Director, United Way of Kankakee and Iroquois Counties at kerstin@myunitedway.org