

United Way of Denton County Job Description

Position Title: Resource Development Coordinator
Reports to: Resource Development Director
Status: Exempt

Work Schedule: Full-time. Core hours of Monday-Friday 8:00am to 5:00pm. Must be able to work a flexible schedule, including early morning, evening and weekends. ***This position typically works extended hours 1-2 weeks pre-event(s).***

Purpose of Position:

United Way of Denton County has raised more than \$20 million over the last ten years through its annual campaigns and fundraising efforts. Last year, United Way of Denton County raised a total of \$2.5 million to support county-wide collective impact initiatives and partner agency programs. United Way of Denton County helps people across Denton County – children families, veterans, people experiencing homelessness, and people affected by mental illness. We work collaboratively with United Way of Metropolitan Dallas and United Way of Tarrant County and a growing number of local non-profit organizations to bring the most help to people living in Denton County. We are constantly evaluating needs, closing gaps, and building assets to create the best Denton County for all of us. The Resource Development team works to plan and conduct activities that generate donations to support our mission of improving lives in Denton County.

The Resource Development Coordinator in collaboration with the Resource Development Director is responsible for planning, directing and increasing all development activities including special events for United Way of Denton County through the coordination of volunteer committee chairs and committee members. Resource Development Coordinator will assist with United Way of Denton County fundraising including: workplace giving campaigns, county-wide partnership development, and long-range strategic planning for financial resources.

Basic Functions:

Support United Way of Denton County (UWDC) Resource Development activities through 6-9 special events and participation and annual resource development campaigns and activities.

Special Events Responsibilities:

- Directly responsible for all aspects of all Resource Development special events as assigned by the Resource Development Director.
- Identify, cultivate, and steward corporate, community and individual supports for events to meet fundraising goals.
- Increase revenue, participation and awareness of all Resource Development special events.
- Assist in recruitment and training of volunteers for special event committees and activities.
- Develop and implement a yearly calendar of Resource Development events.
- Serve as staff liaison to volunteer chairs and committee members of Resource Development events.
- Support maintenance of Partnership Development Catalogue.
- Participate in event invitation efforts with donor database extract activities.
- Responsible for entry and upkeep of Special Event database management and reporting.
- Responsible for post mortem reports, surveys, pertaining to all Resource Development events.
- Collaborate with Marketing on UWDC website and marketing updates for all Resource Development special events

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- Assist with needs requested by 3rd party events from our workplace campaign partners.
- Develop and meet event budgets by working within approved budgets, developing & implementing cost saving measures.
- Track and analyze timelines and benchmarks to determine event and donor engagement towards meeting overall goals.
- Provide overall project management of Resource Development Special Events.

Resource Development Responsibility:

- Participate in the creation of an annual Resource Development plan.
- Participate in Campaign Cabinet and Resource Development activities.
- Assists with workplace giving kick-offs and events.
- Assist with donor data management into Andar 360.
- Assists with other duties as assigned by the CEO or Resource Development Director.
- Assist in the facilitation of the UWDC Leader on Loan Program.
- Train Employee Campaign Coordinators within a workplace.

Skills:

- Proficient in the use of MS Office, Excel proficiency required.
- Experience with ANDAR 360 and/or other fundraising software application preferred.
- Highly professional with strong verbal and written communication skills both in public speaking and electronic.
- Attention to detail, self-motivated, and confidence in managing volunteers.
- Project manager, problem-solver, proactive, resourceful and possesses strong ability to multi-task in a fast-paced work environment.
- Ability to work collaboratively across a team of highly motivated professionals who are passionate about the mission of UWDC.
- Must have a valid driver's license, own vehicle, cell phone and be able to travel throughout Denton County as required to fulfill the duties of the position.
- Must pass criminal history background check.

Minimum Qualifications:

A Bachelor's degree and work experience in business, marketing, communications or related field is required. Experience in Special Event planning/coordination strongly preferred.

Please send cover letter and resume by 5:00 p.m., Wednesday, February 15, 2017 to Kristin Jones, Resource Development Director, at Kristin@UnitedWayDenton.org or 1314 Teasley Lane, Denton TX 76205.

United Way of Denton County values diversity and promotes equal employment opportunities by implementing guidelines and practices that ensure employees and applicants are not discriminated against with respect to national origin, race, religion, color, gender, gender identity, marital status, ancestry, sexual orientation, people with disabilities, or age.