

Job Description

Job Title: Development Executive

Department: Development

Reports To: Manager, Workplace & Corporate Manager

Status: Non-Exempt, Full Time

Prepared Date: September 2018

Job Purpose:

Support the Development Department by assisting in the successful implementation and completion of projects, events, and programs. Under general guidelines, improve fundraising results on behalf of United Way of Santa Barbara County by using sales and fundraising techniques to building relationships with volunteers and employees within local organizations.

Essential Duties and Responsibilities include the following and other duties may be assigned.

A. Key Responsibility Area: Development

- Understand and effectively communicate the value of United Way of Santa Barbara County in one-to-one and one-to-many communications including oral, written, and electronic sales presentations.
- Steward a portfolio of 20+ relationships.
- Use presentation and interpersonal skills to build relationships with employees and top level executives.
- Utilize fundraising and sales skills to raise new and increased gifts.
- Cultivate ongoing relationships with key donors, volunteers, and partners.
- Develop new revenue generating partnerships to achieve fundraising goals.
- Track critical success factors in account management and report findings.
- Continuously seek to learn, review, and improve customer service and fundraising techniques.
- Participate in individual and development team goals to improve donor relations, maximize fundraising efforts, improve materials, and increase the percent of pledge going to United Way.
- Collaborate with Community Impact to provide information and manage volunteer opportunities for accounts.
- Attend and cultivate prospects and donors at United Way functions and events.
- Input, track, and produce reports from United Way's donor database (Andar).

B. Key Responsibility Area: Administrative

- Answer incoming phone calls and direct to appropriate staff.
- Greet donor, volunteers, customers, and friends of United Way as they visit the office.
- Data mine and produce reports on scheduled frequency from the United Way database (Andar). This includes performing data mining operations to generate mailing lists, financial comparison reports, and marketing evaluations.
- Provide software database support with accurate and timely input of relevant information regarding United Way donors and events. Update individual and organizational records in the database for all campaign types.
- Organize, maintain, and routinely update file systems, both hard copy and electronic.
- Conduct research using various resources and compile required reports.
- Manage outgoing mail and bulk mailing projects (fundraising, thank you letter, etc.) both hard copy and electronic.
- Assist in the planning and implementation of special events, receptions, award presentations, and CI Programs.

- Assist in preparing and updating Committee reports, program tracking reports, program packets, etc. which may be required weekly, monthly, quarterly and yearly.
- Other special projects as assigned

Job Relationships:

External: Donors, committees, and volunteers or as assigned by management / Internal: All staff

Education and Experience:

A four-year college degree, and at least 1 year of nonprofit marketing, sales and/or presentation experience, preferably acquired through employment in a United Way organization; or an equivalent combination of experience and education. Demonstrated ability to supervise and motivate a team of volunteers. Information systems, communication skills, customer service, and data analysis experience required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions.

Language Skills

Ability to read, analyze, and interpret scientific, technical or business journals, financial reports, and legal documents. Ability to write reports, business correspondence and policy and procedure manuals. Ability to prepare and present presentations and conduct effective meetings. Ability to respond effectively to inquiries or complaints from customers, peers, subordinates, top management, or other members of the business community.

Time Management

Ability to effectively prioritize and accomplish multiple projects and assignments within the time frame. Ability to keep weekly calendars updated with all , campaigns, tasks, and events.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

Ability to use word processing, spreadsheet, and database applications, including Microsoft Office Suite. Ability to learn various software programs.

Certificates, Licenses, and Registrations

Valid driver's license preferred.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on

uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position. The noise level in the work environment is usually somewhat quiet.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.