

320 E Gutierrez Street  
Santa Barbara, CA 93101  
[www.unitedwaysb.org](http://www.unitedwaysb.org)

**Position:** Development Executive

**Department:** Development

**Status:** Non-Exempt, Full Time

**Reports To:** Director of Strategic Partnerships & Advancement

**Salary:** \$23-\$28 / Hour

**Job Purpose:**

Support the Development Department by assisting in the successful implementation and completion of projects, events, and programs. Manage workplace campaigns and fundraising efforts on behalf of United Way of Santa Barbara County by using fundraising techniques to build relationships with volunteers and employees within local organizations. Provide cross-functional support to Community Impact and Marketing departments through community events and programs.

**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 60+ workplace relationships.
- Use presentation and interpersonal skills to build relationships with employees and top-level executives.
- Utilize fundraising and development 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 percentage of pledge going to United Way.
- Collaborate with the Community Impact team to provide information and manage volunteer opportunities for accounts.
- Collaborate with the Marketing & Communications team to produce content for digital and print marketing channels.
- Attend and cultivate prospects and donors at United Way and external community functions and events.
- Input, track, and produce reports from United Way's donor database (Andar).
- 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.
- Assist in the planning and implementation of special events, receptions, award presentations, and programs.

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- Other special projects as assigned.

**Job Relationships:**

External: Donors, committees, workplace employees 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 accommodation 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.

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**About United Way of Santa Barbara County:**

Since 1923, United Way of Santa Barbara County has been a key leader in local efforts to empower children, families, and communities through its own unique collaborative programs and initiatives, partnership convening efforts, volunteer development, and funding. United Way’s mission is to enrich the lives of children and families and build resilient communities by leading local programs and partnerships that improve school readiness and academic achievement, financial empowerment, and crisis response and recovery. To learn more, please visit [unitedwaysb.org](http://unitedwaysb.org).

**Core Competencies**

<b>Mission-Focused</b>	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
<b>Relationship-Oriented</b>	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
<b>Results-Driven</b>	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
<b>Brand-Steward</b>	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
<b>Continuous Learning</b>	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
<b>Critical Thinking</b>	All United Way employees use critical thinking skills to solve problems through basic research, analysis, and interpretation.
<b>Professional Behavior</b>	All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards.

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*United Way of Santa Barbara County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*