# A blue and white logo with a person in a circle and a hand  Description automatically generated

**Title: Resource Development Director *(Associate Director)***

***32 hours per week (remote workdays available when needed)***

**Salary Range: $40,000 - $45,000**

**Reports to**: Executive Director

**Key Responsibilities**: Helene & Regular Campaign *(Duties could coincide with the Executive Director)*

* Develop and manage donor-centric fundraising strategies and goals with segmentation to donor groups
* Achieve agreed upon fundraising goals
* Cultivate long-term relationships with individual donors and local businesses/corporations
* Coordinate and co-lead annual workplace campaigns with the Executive Director
* Engage and manage volunteers and volunteer awards
* Seek sponsorship opportunities and new funding sources
* Collaborate with the Executive Director with marketing and social media efforts for resource development
* Participate in UWW brand refresh and HCUW brand launch (2025)
* Regularly report fund development data and activities to United Way staff and board members
* Attend area chamber events and agency events as needed.

**Qualifications**:

* Associate or bachelor’s degree preferred
* 2 years fundraising or donor relations experience
* Effective communication skills
* Proficiency in Microsoft Office and/or Google Suites products
* Experience with donor databases and/or QuickBooks Online a plus
* Experience with Canva, social media platforms, and AI platforms.

**Key Skills**:

* Relationship building and donor relationships
* Public speaking and storytelling
* Project management
* Volunteer coordination and recognition
* Basic data analysis and reporting (Excel)
* Donor-centric communication skills

**Core Competencies**:

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* High Country United Way mission and growth focused
* Results driven
* Collaborative
* Flexible to changing priorities
* Empathetic and community oriented