



United Way  
of Northeast Georgia

**United Way of Northeast Georgia is a local nonprofit organization whose mission is to motivate and mobilize resources to meet the highest priority needs of individuals and families in Northeast Georgia.**

United Way of Northeast Georgia's office is in Athens, Georgia and serves a 12-county region including: Banks, Barrow, Clarke, Elbert, Franklin, Greene, Hart, Jackson, Madison, Morgan, Oconee, and Oglethorpe counties.

**Position Title:** Director of Development

**Position Type:** Full time, salaried

**Position Description:** The ideal candidate will exemplify the organization's values of partnership, leadership, trustworthiness, and selflessness through support of and engagement with donors, volunteers, and community stakeholders. This full-time position interacts with all areas of the organization to achieve the strategic goals set forth by the Board of directors. The main duties of this role are fundraising and relationship building with corporate and individual donors.

**Immediate Supervisor:** President/CEO

**Key Responsibilities:**

**Fundraising and Campaign Management**

- Identify new and cultivate existing corporate and individual donors.
- Represent United Way as needed in public venues such as at workplace campaigns, special events, community activities and organizations.
- Monitor and report individual, workplace and overall fundraising progress through reports and analysis to track campaign progress.
- Conduct an annual evaluation of the previous year's campaign to analyze trends, develop strategies and set performance goals for the next campaign.
- Manage contacts and donor data using Network for Good CRM.
- Responsible for assembly and distribution of campaign materials to workplaces.
- Make on-site presentations to workplace campaigns and businesses.
- Assist Marketing with planning events and creating materials for the campaign.
- Assist President/CEO with relationship building of major donors including creating a Tocqueville Society. The United Way Tocqueville Society recognizes local philanthropic leaders and volunteer champions who contribute at least \$10,000 annually.

**Volunteer/Committee Management**

- Acts as primary staff resource to the Development Committee and Campaign Chair in establishing campaign goals and strategies; coordinate campaign volunteer recruitment and

training; responsible for campaign meeting schedules and agendas; coordinate account management.

- Assist President/CEO in identifying future Campaign Chair and assist that person with leading a successful campaign.

**Other Responsibilities**

- Manage the budget for the Development department.
- Assess other potential development opportunities including but not limited to foundations, grants, planned giving and endowment building according to strategic plan.
- Provide support to team as needed.
- Additional duties as needed/assigned.

**Qualifications:**

- Bachelor's degree or equivalent resource development experience
- Experience in fundraising or sales highly desirable
- Experience in non-profit or volunteer management desirable

**Specific Job Skills Include:**

- Enthusiastic, creative, and self-motivated
- Excellent organizational ability
- Committed to volunteer recruitment, support, and recognition
- Excellent oral and written communication skills
- Detail-oriented with ability to multitask
- Computer skills including Word, Excel, and Power Point
- Experience with online fundraising platforms preferred but not required

Position requires flexible schedule to attend occasional events that may occur in the early mornings, evenings and/or weekends. Candidate will be asked to use personal car for business and must possess valid driver's license.

**Salary Range:** \$55,000-\$65,000

**Benefits provided by UWNEGA include:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- 403(b) with 3% company match
- 15 paid holidays each year
- Generous vacation benefits

United Way of Northeast Georgia is an equal opportunity employer.

Send cover letter and resume to [hr@unitedwaynega.org](mailto:hr@unitedwaynega.org). Position will remain open until filled.