

### **Job Description: Development Manager**

The Development Manager will execute the United Way of Rockland County's annual fundraising plan and secure financial support from individuals, foundations and corporations to increase revenue. The ideal candidate will be dynamic, organized, result oriented, self-starter with excellent written and verbal communication skills.

#### **Key Responsibilities**

- Create and execute a strategy to build and sustain a large base of annual donors.
- Identify and cultivate new relationships with individuals and businesses.
- Maintain and strengthen relationships with current donors.
- Develop and coordinate all donor mailings.
- Oversee and track individual gift documentation and acknowledgements.
- Make direct, face-to-face donor solicitations.
- Plan, execute and evaluate all fundraising events.
- Manage and implement annual direct mail and online giving campaigns.
- Research and apply for foundation, corporate and government grants.
- Assist with workplace campaigns.
- Build and maintain mailing lists, e-mail lists, contact lists and sponsorship lists.
- Create and manage the agency's newsletter.
- Create publications to support fundraising activities.
- Recruit, schedule and ensure a positive experience for special event volunteers.
- Assist in the development of marketing materials.
- Develop contact for and maintain the agency's presence in social media, including but not limited to Facebook, Twitter, Instagram and Snapchat.
- Develop a strategic communication plan for the agency.
- Create press releases and maintain a strong working relationship with local media.
- Serve on appropriate committees as assigned by the President.
- Perform other duties as assigned by the President.

#### **Qualifications & Expectations**

- Bachelor's Degree and a minimum of two years of relevant experience or equivalent combination of education and experience.
- Strong work ethic.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Word, Excel, Publisher and social media platforms.
- Strong organizational and project management skills.
- Ability to work both independently and as a collaborative team player.
- Ability to interact with a wide range of people.
- Self-starter.
- Detail oriented.
- Maintain a professional appearance and attitude at all times.
- Position requires some occasional evening and weekend work.
- Reports to the President.

To apply, please forward a cover letter, resume and salary expectation to [dtreacy@uwrc.org](mailto:dtreacy@uwrc.org).