**Purpose of Position**
Work closely with the UWSSC VP of Philanthropy to plan and execute effective development initiatives to reach annual fundraising goals. Increase the number of prospective sponsors, event attendees, advocates and volunteers by networking and prospecting resulting in strengthening relationships with key constituencies and volunteers. This position functions as a representative of the entire organization by effectively delivering the message of the organization’s needs to the entire community that we serve. This position will oversee development strategies and tactics, managing both short and long-term campaign and event activities.
The Director of Development will support UWSSC’s commitment to excellent customer service by facilitating development activities and relationship building with community partners, key stakeholders, local organizations, businesses, volunteers and individuals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
- In collaboration with the President/CEO & VP of Philanthropy develop and execute an annual fundraising plan that includes residential campaigns, workforce campaigns, mail campaigns, in-person events and virtual events to maximize revenue generation.
- Develop and implement a development plan for current and new Community Giving Campaigns.
- Collaborate with the Director of Marketing and Communications to support the UWSSC Women United Affinity Group events.
- Attend designated meetings and events throughout the community representing UWSSC.
- Take the lead on planning and implementing designated events.

**Development Activities**
- Work closely with the VP of Philanthropy to develop, recommend, implement, coordinate, and analyze strategies, plans, and fundraising activities designed to maximize donor development and stakeholder engagement.
- Conceptualize and execute a comprehensive, multi-faceted donor, stakeholder, and volunteer plan that supports the organization’s strategies and objectives and builds relationships with key audiences.
- Work with program staff to recruit volunteers and to create a volunteer recognition plan.
- Serves as a staff member on the Development Committee.
- Develop new opportunities to uncover resources for UWSSC.
- Manage year-round donor campaigns and events.
- As part of the Community Outreach Team, represent UWSSC at speaking engagements and presentations.
Skills and Competencies

• Have a passion for mission-based work and our South Sarasota County Community.
• Be goal oriented --- a person that is excited to work towards a ‘stretch goal.’
• Comfortable asking individuals and companies to invest their money, time or talents regardless of the communication vehicle.
• Ability to multitask managing multiple events and projects simultaneously.
• A compelling public speaker who enjoys public speaking – whether it is speaking to groups large or small.
• Innovative, creative and analytical thinker that understands how to build on success from the ground up. Some of our revenue streams that you will work on will have a history and foundation while others will be completely new.
• Excel at multi-tasking and self-management. You must be adept at knowing how to prioritize tasks and your time most effectively to achieve goals.
• Have excellent customer service skills. While interacting with volunteers, donors and the public you have great listening skills, are patient, well-spoken and polite.
• Willing and able to work a flexible schedule when necessary.

Qualifications:

• Bachelor’s Degree or equivalent experience.
• Three years’ development experience preferred.
• Experience in developing and maintaining corporate and donor relationships.
• Proven ability to build, lead and inspire members of a team.
• At least two years working in fundraising or sales with a record of success.
• An ability to work in a cross-functional, fast paced work environment.
• Ability to use Microsoft Office Suite, Constant Contact, Social Media.
• Access to reliable transportation, proof of insurance, and a valid driver’s license
• Demonstrated excellence in project management, communication and organizational skills

PHYSICAL REQUIREMENTS: The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set up presentations and display physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 30lbs.