

Job Description

POSITION: Resource Director & West TN Afterschool Network Coordinator
REPORTS TO: President & CEO

Reports to the President and is responsible for the overall management of territory specific fund-generating programs, including the annual campaign, leadership giving, endowment building, grant sourcing and fund-raising events.

RESPONSIBILITIES:

1. Resource Director
 - a. Coordinate and direct annual United Way campaigns for assigned territory.
 - b. Design and implement training for campaign volunteers with Resource Department.
 - c. Identify, cultivate, and solicit individuals, corporations, and foundations for major gifts.
 - d. Create and implement annual resource development plan for territory.
 - e. Plan special fund-raising events for assigned territory in collaboration with companies, agencies, and local boards as relevant.
 - f. Manage local volunteer boards.
 - g. Share news, events, and other info with Marketing Department to share on UWWT social media accounts.
 - h. Maintain and update donor database.
 - i. Research and develop profiles of prospective donors with Resource Department.
 - j. Coordinate resource development marketing materials with Marketing and Resource Departments.
 - k. Report monthly to President & CEO on schedule and activities/efforts, and report quarterly to the West TN Board.
 - l. Attend community engagement events in assigned counties.
 - m. Make company calls (appointments and cold calls).
2. West TAN Coordinator
 - a. Plan and facilitate monthly meetings with West TAN contacts (schools, nonprofits, and providers of before, after, and summer school programming, and other community partners), sharing information and arranging for speakers on relevant topics.
 - b. Attend quarterly TAN statewide meetings in Nashville.
 - c. Communicate special funding and event opportunities as relevant for schools, nonprofits, and other entities involved in the West TAN hub and providers of before, after, and summer school programming.
 - d. Maintain/complete all requirements to retain/secure grant funding for the West TAN hub.

QUALIFICATIONS:

- Bachelor's Degree or equivalent related experience preferred.
- Successful experience in direct solicitation and fundraising (3-5 years preferred).
- Knowledge of the principles of philanthropy and donor relations.
- Excellent oral and written communication and interpersonal skills.
- Professional presentation expertise.
- Willing to travel UWWT's 14-county service region.
- Flexible hours for some early morning/late travel to and from counties/companies.
- Proven organizational and time management skills.
- Able to work independently and collaboratively.
- Experience in utilizing computer resources and business software applications (Microsoft Office Suite, CRM database management preferred).

SALARY: Negotiable