



**ORANGE COUNTY UNITED WAY**  
**JOB ANNOUNCEMENT**

<b>Job Title: Director, Development</b>	<b>Reporting To: VP, Development</b>
<b>Department: Donor Relations</b>	<b>Exempt OR Non Exempt: Exempt</b>

Orange County United Way (OCUW) seeks a full-time senior development professional to expand, coordinate, and steward annual major giving and affinity groups. Requires demonstrated donor-centric fundraising and stewardship skills, high integrity, innovation, passion for helping people in need and promoting community philanthropy. Bachelor's degree and 7-10 years directing fundraising, donor relations and/or business development programs required.

**PURPOSE OF POSITION:**

The Director, Development leads the Donor Relations team, and manages the Manager, Donor Relations. Working with staff leadership, members of the Board of Directors and other Affinity Group volunteers to execute a well-coordinated major giving program, achieving defined annual revenue, engagement, and stewardship goals.

**Core Competencies:**

- Strategic Relationship Builder
- Ability to Lead Key Influencers
- Entrepreneurial & Innovative
- Adept Problem Solving
- Team Builder & Manager
- Embraces & Manages Change
- Drives Performance
- Effective & Engaging Communicator

**Key Responsibilities**

1. Lead Donor Relations staff in the overall management of United Way Tocqueville Affinity Groups and Committees including the Tocqueville Society, President's Circle, and Women's Philanthropy Fund.
2. Direct leadership and engagement of Tocqueville Society (TS) Co-Chairs and Cabinet.
3. Develop strategy for identifying and securing new individual members at the Tocqueville level; increased giving of existing members and renewal of members.
4. Establish development goals and ensure annual projections are systematically updated.
5. Generate trust among donors and potential donors by listening to and assessing donor needs and interests and implementing OCUW strategies and services that meet those needs.
6. Analyze annual campaign performance data and direct program changes to maximize opportunities and address areas of concern as needed.
7. Lead senior staff's interaction with major donors and key prospects for effective cultivation, engagement, and stewardship of annual support and integration of Campaign goals.
8. Lead a comprehensive year-round communications plan with the VP, Development and Chief Transformation Officer to keep supporters informed and engaged.
9. In conjunction with the Associate Director of Events, ensure affiliated events are successful in development and execution of program elements, advertising, recognition and collateral material.
10. Serve as a visible presence in the community and with partners (donors, volunteers) representing OCUW at a wide range of community events.
11. Align Donor Relations priorities with greater organizational goals, strategy, and mission.
12. Tocqueville Society (TS) Management; manage relationships and serve as liaison to assigned TS donors (Workplace and Community TS); conduct all renewal solicitations of assigned TS donors.
13. Direct the production of Affinity Group materials and communications with Marketing.
14. Manage Planned Giving and Donor Advised Fund (MS GIFT) programs.



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15. Development liaison for United for Student Success (U4SS) key initiative, this includes representing Development on the cross-functional team meetings and in Leadership Council meetings, develop and execute a strategic funding plan specific to U4SS program needs, and communicate U4SS funding and engagement priorities to the broader Development team.

### **SUPERVISION AND WORKING RELATIONSHIPS**

- ✓ Responsible for leading the Donor Relations team, under the direction of the VP, Development
- ✓ direct Donor Relations team to cross-functionally work across all United Way departments to engage individual donors, develop events, and maximize revenue.
- ✓ Partner with Finance, Operations, and Information Technology to identify key database issues and implement solutions for accurately tracking Tocqueville and Affinity Group activity and pledges.
- ✓ Lead Tocqueville Society Cabinet and assist in the recruitment and management of affinity group cabinet level leaders.
- ✓ Partner with the VP, Development and CEO on integrating annual giving Campaign and major gift strategies and manage relationships with a portfolio of assigned donors.

### **EDUCATION AND TRAINING REQUIRED FOR THIS POSITION**

Bachelor's Degree and 7-10 years of relevant work experience in fundraising and/or donor relations. Nonprofit experience in working with individual donor, solicitation, engagement and stewardship within Orange County and/or Southern California strongly preferred.

### **TECHNICAL KNOWLEDGE**

Advanced computer skills with emphasis on Microsoft office 2010 (Outlook, PowerPoint, Excel, Word) to support report development, relationship management, and goal tracking.

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Director of Donor Relations. The employee is required to actively listen and communicate. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Ability to lift and carry 25 pounds.

### **Work Environment:**

These work environment characteristics are representative of the environment the Director of Donor Relations will encounter. Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

### **Send Cover Letter and Resume To:**

recruiting@unitedwayoc.org  
Orange County United Way  
18012 Mitchell South, Irvine, CA 92614  
www.unitedwayoc.org



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