



Resource Development Manager

United Way of Greater Richmond & Petersburg seeks an energetic fundraising professional to build revenue and relationships by managing a portfolio of companies, working towards specific annual and longer-term strategic relationship and revenue goals. As a representative of the United Way, the Resource Development Manager establishes and leads workplace campaigns, to include: establishing the campaign, managing the process, working collaboratively with organization staff to create online marketing and giving materials, creating and executing stewardship materials, and managing revenue pledge to realization. S/he presents publicly to groups the reasons to support United Way and builds relationships to promote the success of United Way with corporate and business leaders, individuals, and community organizations to achieve revenue goals, maintaining clear reports of donor interactions, development plans, goals and projections. S/he demonstrates current understanding of Greater Richmond & Petersburg business and wealth markets and can speak knowledgeably about current business, financial and social issues in our region.

United Way of Greater Richmond & Petersburg maintains a positive, challenging and engaging environment for its employees. Working at United Way offers personal and professional growth opportunities and a chance to be part of a team that is creating lasting change in our community and leading a movement to engage every local citizen in that change. We empower individuals and drive systemic change to provide everyone with a clear path to success. We do this by mobilizing the entire community – individuals, nonprofits, government agencies, schools and businesses alike – to collectively tackle our region’s toughest challenges. United Way of Greater Richmond & Petersburg serves the region’s neighborhoods and rural areas alike, providing direct services and support to partners in the cities of Richmond, Petersburg and Colonial Heights as well as the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent and Powhatan.

Qualifications: The ideal candidate will have a minimum of 1-3 years’ experience managing a portfolio of donors to meet annual, strategic and longer-term revenue and relationship goals; a strong working knowledge of fundraising practices; and the ability to manage many campaigns at one time through multi-tasking and planning. Must possess strong interpersonal, written and verbal communication skills; able to make formal and informal presentations that accurately communicate the work of the organization as defined by organizational leadership. Must be a goal-minded, self-starter who is eager to create and achieve activity and revenue goals. Must have impeccable ethics and be discerning, able to navigate delicate business and personal discussions and circumstances. An interest in learning and openness to coaching is required. Local travel is required; must have valid Driver’s License and consistent access to a reliable vehicle. Bachelor’s degree or equivalent required.

Position open until filled. Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
P.O. Box 11807
Richmond, VA 23230
Email: jobs@yourunitedway.org
Fax: (804) 775-6476

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