

Director of Development

Department:	Resource Development
Reports to:	Chief Development Officer

ORGANIZATIONAL OVERVIEW

United Way of Erie County (United Way) is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way, we value the differences of ideas, experiences and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge or age. We believe we are strongest when we are most inclusive.

POSITION SUMMARY

The Director of Development is responsible for planning, organizing, and executing fundraising initiatives, donor relations, and development strategies to support United Way of Erie County's mission and long-term sustainability of the Community School Model. This individual will lead efforts to secure financial support from individuals, corporations, and other sources.

ESSENTIAL FUNCTIONS

Donor Engagement & Stewardship

- Develop and manage a stewardship program that recognizes and retains donors.
- Build and maintain strong relationships with donors, ensuring personalized and meaningful interactions.
- Develop and execute stewardship plans to maintain positive relationships and encourage continued giving.
- Utilize donor management systems to track and analyze donor data, informing engagement strategies.

Community Partnerships and Outreach

- Represent United Way in the community, building partnerships that support fundraising and programmatic goals.
- Engage with community leaders, volunteers, and stakeholders to promote United Way's initiatives.

Team Leadership & Collaboration

- Work collaboratively with resource development, marketing, and finance teams. Lead and support fundraising teams, providing guidance and resources to achieve goals.
- Collaborate with internal teams to ensure alignment of fundraising efforts with organizational objectives.
- Report on fundraising progress and outcomes to the leadership team.

Communications & Outreach

- Oversee fundraising communications, including appeals, newsletters, and social media as related to development.
- Plan and execute Women United briefings, recruiting events and other education sessions targeted to United Way Corporate and Funding Partners.

Database Management

- Maintain accurate donor records in CRM software system.

EDUCATION

- Bachelor's degree in a related field; advanced degree preferred.

EXPERIENCE

- Minimum of 5–10 years of experience in fundraising, with a proven record in securing major gifts.

REQUIRED SKILLS

- Strong interpersonal and communication skills, with the ability to build and maintain relationships.
- Experience with donor management software and data analysis tools.
- Knowledge of the local community and philanthropic landscape is a plus.

PHYSICAL REQUIREMENTS

- Must be able to meet the physical demands associated with the responsibilities of this position.

WORK ENVIRONMENT

- Optional one remote day a week.
- Position requires worker to commute to offsite locations to complete business; must have reliable transportation.