

**POSITION:** Resource Development Executive  
**HIRING ORGANIZATION:** United Way of Salt Lake  
**DEPARTMENT:** Resource Development  
**REPORTS TO:** Corporate Relations Director  
[www.uw.org](http://www.uw.org)

## **ORGANIZATION BACKGROUND AND EVOLUTION**

For over 100 years, United Way of Salt Lake has served and strengthened the greater Salt Lake community. Established in 1904 as the Salt Lake Charity Association, its original mission was to help the poor, discourage panhandling, and coordinate the multiple programs serving the needy. During the past century, United Way of Salt Lake has changed as the community has changed.

**Today**, United Way of Salt Lake serves individuals and families in Davis, Salt Lake, Summit and Tooele counties. This four-county area represents approximately 1.4 million people or about 52% of Utah's population. United Way of Salt Lake also houses United Way 2-1-1, a statewide health and human service information phone line, which connects individuals and families to important resources and volunteer opportunities. United Way of Salt Lake is working collaboratively in new and innovative ways to change lives and build stronger communities. By bringing the right partners together to set goals, share data, track results, and align programs, United Way will not just help one child beat the odds, but change the odds for entire communities.

**To change the odds**, we focus on advancing the education, income stability, and health of our neighborhoods and communities. These are the building blocks for a good life—a quality education that leads to a stable job, enough income to support a family through retirement, and good health. Our goal is to create self-reliance by ensuring that every child succeeds, every step of the way, from cradle to career.

United Way of Salt Lake's promise is to create opportunities so that all children and families, regardless of their circumstances, have the same chances to succeed in school and life. The long-term effects benefit all of us.

## **WORK ENVIRONMENT**

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever-changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of management are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. The internal focus continues to be on high level results – communicating, aligning and integrating around the organizational goals.

## **POSITION OVERVIEW**

The Resource Development Executive works under the direction of the Corporate Relations Director to effectively solicit individual and corporate investments in United Way of Salt Lake through year-round management of a workplace giving account portfolio. Responsibilities include developing workplace employee giving campaigns, forecasting revenue projections, overseeing donor stewardship, and researching and building new corporate partnerships.

## KEY RESPONSIBILITIES

1. Manages cultivation and stewardship for a portfolio of existing workplace accounts on a year-round basis. Builds relationships and develops individual strategies within account portfolio to maximize revenue, increase donor loyalty, and meet community impact objectives.
2. Works with Corporate Relations Director to strategize and develop new business partnerships to grow revenue through employee workplace campaigns, corporate gifts and sponsorships.
3. Provides training and support to Employee Campaign Managers (ECMs) on how to implement a successful employee workplace giving campaign. Develops strategy with account ECMs for year-round engagement of each company and its employees through advocacy and volunteer opportunities available through United Way of Salt Lake. Coordinates year-round communication strategy to keep employees informed about the difference their donations make.
4. Articulates the mission and vision of United Way of Salt Lake to diverse companies and community audiences through group presentations and individual meetings during workplace employee giving campaigns. Responds to account/donor questions and resolves issues in a timely manner.
5. Works effectively with Leadership Giving Directors and donor network members to maximize leadership giving and engagement within assigned accounts.
6. Forecasts revenue projections and monitors progress of accounts throughout the workplace campaign. Collects data on the campaign, evaluates results, and proposes recommendations. Responsible to keep Corporate Relations Director apprised of any potential projection changes in a timely manner and efficiently reconciles projections and actual pledges processed.
7. Ensures timely thank you for individual and corporate contributors. Responsible to manage all workplace giving campaign related tasks in a timely manner and to use prescribed processes including the use of donor database, Andar.
8. Maintain continuous communication with Corporate Relations Director.

## POSITION REQUIREMENTS

- Outstanding communication skills, including: listening, writing, presentation, and public speaking.
- Creative. Detail-oriented. Self-starter.
- Ability to work well with and inspire confidence in current corporate and employee donors, staff, and prospective donors, including community business leaders.
- Excellence in building and maintaining business and personal relationships.

- Familiar with computer technology and Microsoft software applications including Outlook, Word, PowerPoint, and Excel. High comfort level with Excel very helpful. Familiarity with customer database systems helpful.
- Ability to have a flexible schedule, including occasional weekend hours
- Sales background/understanding helpful.

## **MINIMUM QUALIFICATIONS**

- Bachelors Degree and 1-2 years fund raising or sales experience preferred
- Strong presentation and interpersonal skills
- Professional appearance

## **SALARY INFORMATION**

\$38,000 - \$42,000

## **TO APPLY**

Interested applicants should submit a cover letter, resume, and employment application to [jobs@uw.org](mailto:jobs@uw.org). Employment applications and more information about our hiring process can be found at <http://www.uw.org/about-us/careers/>.