

LIVE UNITED



Brookings Area United Way Development Director

Mission Statement: Uniting people, sharing resources, inspiring hope, and enriching lives for a stronger Brookings County.

Summary of Position: The Development Director will increase fundraising capacity and results of BAUW by engaging and educating the general public, local media, businesses and donors about Brookings Area United Way's missions and their importance in the community.

Essential Duties & Responsibilities:

- *Develop and implement a strategic year-round donor focused marketing plan, including collateral materials, newsletters, direct mail, paid advertising, social media, and online opportunities with specific focus on annual fundraising campaign materials.
- *Direct volunteers and board members in fundraising activities
- *Participate in community relations among BAUW volunteers, human service providers, business leaders and the community. Attend community functions and campaign presentations as a BAUW representative.
- *Manage website communications and donor software
- *Management or leadership experience preferred
- *Knowledge of grant writing
- *Event planning capabilities

Qualifications & Skills:

- *Bachelors degree or 5 years of equivalent work experience
- *Ability to work in a fast-paced office setting, work independently and meet deadlines
- *Ability to work with others in a caring, honest, responsible and respectful way
- *Ability to keep highly sensitive personal and financial information in confidence
- *Strong presentation skills, time management, oral/written communication skills and attention to detail
- *Knowledge of Microsoft Office and ability to learn other software

Please submit **resume** and **cover letter** to heidi@brookingsunitedway.org First review of applications on **April 25th**