



POSITION DESCRIPTION

Position Title: Director of Resource Development

Reports To: President

Time Allotment: Full-time salaried position

Location: Sioux City Office

JOB RESPONSIBILITIES

Planning and implementing strategic, high-impact fundraising strategies to sustain and grow revenue across annual campaigns, major gifts, corporate partnerships and events. The Director of Resource Development is a hands-on position, building relationships with donors and community partners, stewarding volunteers, leading special events, and managing the donor database.

- Develop relationships with existing and potential donors and volunteers through meetings and communications
- Develop and regularly review donor data, developing strategies for increasing satisfaction, engagement and support of United Way
- Recruit and lead Campaign Chairs ensuring their involvement in the annual campaign
- Supervise part-time Development Associate
- Support staff relative to their campaign duties
- Leads coordination of special events to recognize donors, communicate impact and raise funds to support the annual campaign with a Special Events Committee
- Recruit, train, and manage the Loaned Executive (LE) program
- Coordinate campaign training sessions
- Oversee the Campaign Cabinet and run all cabinet meetings in conjunction with the campaign chairs
- Promote United Way of Siouxland using positive communication including donor meetings, speaking engagements, employee rallies, and business relations
- Work with staff and vendors to lead the development of all campaign materials, including print pieces (brochures, posters, recognition items) and media assets (PSAs and videos)
- Submit annual campaign reporting to United Way of America

Perform other duties as assigned.

Education

Bachelor's degree or equivalent experience in resource development, nonprofit management, business, marketing, public relations or another related field

Experience

- 3+ Years of fundraising experience in a community based nonprofit setting with demonstrated success in both individual and corporate fundraising
- Proven ability to cultivate and close gifts, run successful campaigns, and manage events
- Strong written and verbal communication skills; confident presenting to donors, board members, and community groups
- Demonstrated organizational/project management skills with attention to detail
- Supervisory experience

Skills & competencies

- **Communication:** Excellent verbal and written communication skills.
- **Fundraising skills:** Major gifts cultivation, donor stewardship, corporate sponsorship, event fundraising, planned giving knowledge or experience.
- **Self-Starter:** Capable of working independent of direct supervision.
- **Interpersonal:** Excellent relationship building; team building, donor stewardship.
- **Analytical & reporting:** Comfortable with data, forecasting, dashboards, donor segmentation, and ROI on events/campaigns
- **Project management:** Prioritization, multi-tasking, and the ability to manage multiple fundraising streams simultaneously
- **Community engagement:** Builds and maintains strong connections with local businesses, foundations, and civic leaders
- **Web/Social Media:** Familiar with social media platforms and websites

Technology

- **Donor/CRM systems experience.**
- **Office & communications:** Microsoft Office (Excel, Word, PowerPoint, Outlook) Advanced Excel for reporting
- **Email & marketing tools:** i.e. Constant Contact, or similar for appeals and segmented communications

Working conditions & expectations

- This is a full-time office-based position. Employees are expected to work from the Sioux City office to maximize team collaboration outside of regular donor meetings and networking events in the Siouxland area. Some evening/weekend work for donor cultivation and events.
- This role will require frequent local travel (mostly in the immediate Siouxland area) and in-person meetings with donors, volunteers, and corporate partners.

Compensation & benefits

- Annual salary of \$60,000-\$70,000 depending on qualifications and experience
- 6% matching retirement benefit
- Health insurance
- Life insurance
- Generous vacation package + 9 paid holidays
- 2 Options for 40-hour workweek (employee chooses upon hire):
 - 7:30am-5:00pm M-Th, 7:30am-Noon Fridays (30 min. lunch)
 - 8:00am-5:00pm M-F (1 hr. lunch)

Full benefits listing provided at interviews.

How to apply:

Please **email** a cover letter including relevant experience, salary requirement and resume to:

Heather Hennings at hhennings@unitedwaysiouxland.com

Subject: Application Director of Development

by December 31, 2025

Equal Opportunity Employer

United Way of Siouxland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status.

Requirement

No outside business interest may conflict with the organization's goals and objectives and not explicitly approved by the President of United Way of Siouxland.