

TITLE:	Chief Development Officer	STATUS:	Full-Time
REPORTS TO:	Chief Operating Officer	FLSA CLASSIFICATION:	Exempt
SUPERVISES:	4 Direct Reports & 2 Indirect Reports	WORK LOCATION:	Quad Cities – In Person Position

POSITION SUMMARY:

United Way Quad Cities (UWQC) is a social change organization that brings the community together to create access and opportunity for everyone in the Quad Cities to succeed. We unite corporations, foundations, individuals, nonprofits, school districts, and community partners to achieve measurable outcomes and transformational change across education, financial security, and health.

We seek a Chief Development Officer (CDO) to inspire donors to support our mission and the work we do in the Quad Cities.

The CDO leads United Way's fundraising strategy and Resource Development team, while also serving as one of the organization's most visible relationship-builders in the community. In partnership with the President & CEO, the CDO will be an ambassador and spokesperson assuming a public role in nurturing and managing donor and other vital relationships with individual, corporate, government, media and other institutional partners.

This is also a good time to join United Way Quad Cities. We have a new President & CEO, a strong foundation of community partnerships and a staff that cares deeply about the work. As a leadership team, we want to build a workplace where people know what is expected of them, have room to do their jobs well, enjoy working together and aren't afraid to try something new. We have ambitious goals for United Way and for the Quad Cities, and we're looking for a CDO who wants to help us reach them.

KEY RESPONSIBILITIES | AREAS FOR GROWTH

1. **Build and lead our fundraising strategy.** Develop a comprehensive plan for growing and diversifying contributed revenue. Establish clear goals, track progress and work with the Resource Development team and President & CEO to adjust strategies when needed.
2. **Expand individual giving.** Develop stronger pipelines for leadership and major gifts, individual giving and, where appropriate, planned giving. Help us build relationships with donors beyond those who first encounter United Way through a workplace campaign.
3. **Grow our corporate and workplace partnerships.** Workplace giving has long been an important part of United Way. We want to preserve that strength while developing broader, year-round relationships with Quad Cities employers and finding new opportunities for partnership.
4. **Create a donor experience that keeps people connected.** Lead our work to attract, retain and engage donors. Make sure people understand what their gifts accomplish, feel appreciated for their support and have opportunities to deepen their involvement with United Way.
5. **Lead and develop the Resource Development team.** Steer a six-person team, establishing clear priorities, portfolios and goals. Provide regular coaching and feedback, remove barriers when you can, recognize good work and hold people accountable for results. We want a leader who helps talented people get better at what they do.



ESSENTIAL JOB FUNCTIONS

Fundraising & Relationship Development

- Set annual and longer-term fundraising goals and develop strategies for reaching them.
- Oversee corporate and workplace giving, major gifts, individual giving and donor networks.
- Work with staff to develop and manage donor portfolios and identify new prospects.
- Lead donor cultivation, solicitation, stewardship and recognition.
- Build relationships with donors, business leaders and community partners, and help connect them more deeply to United Way's work.
- Partner with the President & CEO, Board of Directors and other volunteer leaders on donor engagement and solicitation.

Team Leadership & Management

- Lead, coach and support the Resource Development team, with clear priorities, goals and expectations.
- Help team members develop their skills and succeed in their individual roles.
- Use data to understand fundraising performance, celebrate progress and identify where adjustments are needed.
- Manage the Resource Development budget and regularly report on fundraising progress.
- Ensure that donor and prospect information in our CRM is accurate, current and useful.

Volunteer Leadership

- Recruit and engage volunteers who can help extend United Way's relationships and fundraising reach.
- Prepare volunteers to be effective ambassadors and fundraisers for United Way, giving them the information, tools, and staff support they need.
- Work with donor networks and other volunteer groups to create meaningful ways for people to contribute their time, expertise and connections.
- Identify community members who could take on additional volunteer leadership roles with United Way.

Strategy, Innovation & Collaboration

- Work closely with the Chief Marketing Officer so that fundraising and communications reinforce one another and donors can clearly see the connection between their investment and community impact.
- Stay current on changes in philanthropy, donor behavior and fundraising practices, and bring useful ideas back to the team.
- Regularly assess what is working, what isn't and where our time and resources can produce the greatest return.
- Contribute as a member of the leadership team to organizational strategy, problem-solving and the continued development of a strong workplace culture.



UNITED WAY
Quad Cities

COMPETENCIES FOR ALL EMPLOYEES

- Mission-Focused
- Relationship Oriented
- Collaborator
- Results Driven
- Brand Steward

EXPERIENCE

- 5+ years of experience in strategic leadership, team development, consultative sales and sales management, fundraising, or a related field; experience with nonprofit marketing and communications preferred.
- Planning and executing fundraising campaigns, experience with individual giving and stewardship.
- Bachelor's degree or higher
- Demonstrated ability to build, develop, and retain a strong team.
- High level of self-awareness, humility, and emotional intelligence; skilled at giving and receiving constructive feedback to and from direct reports and peers.
- Experience leading teams or organizations through change and evolving business or organizational practices.
- Demonstrated track record of strong decision-making in the face of complex decisions.
- Strong project management skills, including the ability to manage multiple priorities, work plans, timelines, and budgets, with strong attention to detail.
- Understanding of fundraising technology and donor relationship management systems.
- Proficiency with Microsoft Office applications, including Word, PowerPoint, Excel, and Outlook, and the ability to learn and effectively use other systems.

OTHER REQUIREMENTS:

- Reliable transportation, valid driver's license and proof of insurance is required.
- Ability to work a flexible work schedule including some evenings and weekends.