



United Way
of New York City

Position: Vice President, Resource Development

Reports to: Senior Vice President, Chief Development Officer

Organization Summary:

United Way of New York City (UWNYC) is a nonprofit mobilizing people and organizations to eradicate barriers and create opportunities that improve the lives of low-income New Yorkers. Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we envision caring communities in which all individuals and families have access to quality education and the opportunity to lead healthy and financially secure lives. We strive to model our values in all our relationships, both internal and external: Collaboration, Compassion, Integrity, Accountability, and Superior Performance.

Position Overview:

In partnership with the Senior Vice President and Chief Development Officer (CDO), the Vice President, Resource Development (VPRD) is responsible for seeking support from individuals, corporations, and foundations. This position requires oversight of the planning, development, and implementation of all aspects of UWNYC's fundraising process, including communications to donors and prospects; prospect research; solicitation of foundation, corporate and individual donors; gift planning; donor stewardship; and fundraising accounting.

The VPRD's primary responsibility is to manage the infrastructure needed to sustain and grow our budget through corporate partners, major gifts, annual giving, planned giving, affinity groups, and sponsorships. The VPRD will expand and diversify UWNYC donor base/pipeline and work closely with other team members to secure funding.

Primary Responsibilities:

Fundraising

- Provide strong leadership and direction to maintain and grow a major gift portfolio and donor pipelines.
- Create leadership dashboards and reporting cadence to swiftly track department's overall performance.
- Proactively support major gifts, donor engagement, and corporate engagement efforts to identify and cultivate key donors and prospects.
- Develop and monitor UWNYC's revenue goals and budgets with key managers to meet and exceed organizational and community goals and needs.

Internal Management

- Retain and develop a high-caliber staff to ensure the department's goals are achieved in the most efficient, strategic, and professional manner.
- Assist with the development of rigorous objectives that drive toward higher performance.
- Establish, communicate, and maintain departmental and organization-wide policies and procedures related to corporate fundraising program responsibilities.
- Train and develop staff members as to best practices, and coach them in building long-term relationships and improve campaign outcomes for assigned accounts.



- Build a highly successful team of resource development officers, effectively managing and holding them accountable with annual measurable goals and objectives.

Communication

- Maintain ongoing information sharing within the Resource Development unit and all other departments.
- Work with the marketing & communications team to create development materials, tools, and other necessary collateral supporting major gifts, grants, planned giving, campaigns, events, and other efforts.
- Work cross-functionally to develop and implement tailored communications with partners and donors.
- Ensure quality and consistency of information exchange with key donors.
- Review and contribute to annual reports, newsletters, and online materials.
- Collaborate with the Community Impact (CI) team to align donor interests with CI strategies, products, and opportunities.

Finance & Administration

- Develop relationships with the finance and administration staff to ensure timely and correct information is provided to audit. Develop, monitor, and manage Resource Development departmental expense budgets within the constraints of UWNYC's financial plans.
- Work with Development Operations and IT to ensure that CRM is utilized to support corporate account management to capture and track all donor and prospective activities.
- Develop and execute engagement plans and revenue forecasts in Andar and track actions and performance metrics (personal and team's) progress towards revenue goals.

Skills, Knowledge and Experience:

- 15+ years of progressively responsible positions in non-profit development and fundraising.
- Track record of securing 6- and 7-figure major gifts and/or corporate commitments
- Strong executive presence.
- Experience in managing and mentoring a team of fundraising specialists.
- Demonstrated skill and comfort in building relationships with board members, major donors, corporate executives, and government and community leaders.
- Innovative, creative, and strong ability to execute new strategies to exceed revenue goals.
- Strong interpersonal skills and demonstrated progressive relationship management.
- Excellent writing, editing, verbal, analytical, and presentation proficiencies.
- Strong quantitative analysis skills, ability to target the right metrics and to clearly communicate complex data.
- Innovative thinker with a track record for translating strategic thinking into action plans and results.
- Superior management and problem-solving skills
- Possess proficiency with Microsoft Office and databases; experience with fundraising databases a must.



- A passion for UWNYC's mission, vision, and accomplishments

Key Competencies:

- Drives Revenue
- Business Acumen and Strategic Direction
- Mission Focused
- Planning and Execution
- Embracing and Managing Change
- Superior Performance
- Accountability

Salary range:

- \$ 103,520 - \$181,160*
 - The final determination of salary, within this range, will depend on the candidate's education, skills and experience required for the particular position.

Additional Requirements:

- Background check
- UWNYC is presently on a Hybrid/In-Person work schedule.

United Way of NYC Core Competencies for All Staff

- **Mission Focused:** Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before processes and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement
- **Results Driven:** Dedicated to shared and measurable goals for the common good: creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

How to apply:

Please apply on our [United Way of New York City career page](#). No phone calls or faxes accepted. No phone calls or faxes accepted.

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