**Position Title:** Resource Development Director
**Organization:** United Way of Wilson County, Inc.
**Location:** Wilson, North Carolina
**Schedule:** Full-time, 36 hours per week on site 4 hours remote | Exempt
**Salary Range:** $54,000 – $59,000 (commensurate with experience)

**Position Summary:**

United Way of Wilson County, Inc. is seeking a dynamic, mission-driven professional with proven United Way Campaign experience to lead and manage all aspects of fundraising, resource development, and donor engagement. The Resource Development Director will play a key role in advancing the organization's **BOLD GOAL** of Lifting Households out of Poverty by 2035 by developing and executing successful strategies, securing grant and campaign funding, and by cultivating meaningful relationships with donors, corporate partners, and community stakeholders.

**Key Responsibilities:**

**Resource Development & Grant Writing**

* Identify community stakeholders who are aligned with the United Way of Wilson County’s **BOLD GOAL** of lifting households out of poverty.
* Research grant opportunities that align with United Way’s strategic priorities.
* Determine what partners will help us in meeting our **BOLD GOALS.**
* Develop a formula for measuring the impact of our Issue Focus programs.
* Write, and submit compelling grant proposals to public and private funders.
* Maintain a grants calendar and ensure timely reporting and compliance with all funding requirements.

**Fundraising & Campaign Leadership**

* Lead, plan, and execute the annual United Way campaign with a focus on achieving revenue goals.
* Develop workplace campaigns, identify new business prospects, and engage corporate and individual donors.
* Build and support volunteer campaign leadership.
* Prepare campaign materials, reports, and presentations tailored to diverse audiences.
* Track and analyze campaign results to improve strategy and donor engagement year-over-year.

**Donor and Community Engagement**

* Cultivate, solicit, and steward donor relationships at all giving levels.
* Create and implement year-round donor recognition and engagement strategies.
* Represent the organization at community events, speaking engagements, and public meetings.

**Strategic Planning & Team Collaboration**

* Collaborate with the Executive Director and the Board to set and achieve short and long-term resource development goals.
* Work closely with marketing staff to align messaging and share impact stories with donors and funders.
* Support the development of strategic partnerships that enhance community investment and visibility.

**Qualifications:**

* Bachelor’s degree from an accredited college or university required.
* Minimum of 5 years of experience with United Way campaigns or similar nonprofit fundraising roles.
* Demonstrated success in grant writing and resource development.
* Strong organizational and project management skills, with attention to detail and deadlines.
* Exceptional written and verbal communication skills.
* Proficiency in donor database management systems and Microsoft Office Suite.
* Ability to work independently and collaboratively in a fast-paced, team-oriented environment.
* Commitment to the mission, values, and goals of United Way.

**Preferred Skills and Attributes:**

* Knowledge of Wilson County and its philanthropic landscape.
* Ability to build and sustain relationships with diverse stakeholders.
* Innovative mindset with a strong sense of initiative and follow-through.
* Experience in managing volunteers and working with nonprofit boards.

**Compensation and Benefits: Schedule & Work Environment:**

* **Monday–Thursday:** 9:00 AM–5:00 PM (On-site)
* **Friday:** 9:00 AM–1:00 PM (On-site), 1:00 PM–5:00 PM (Remote)
* **Additional Availability:** Remote support as needed during evenings and weekends, including responding to urgent emails, calls, or text messages.

**Benefits:**

* Health and dental insurance (beginning on the 1st of the month following 60 days of employment.)
* SEP Retirement Plan.
* Paid holidays.
* Two weeks of vacation after one year of service.

**How to Apply:**

Interested applicants should submit a cover letter, resume, and a sample grant proposal or writing sample directed at programs that help families living in poverty to director@unitedwayofwilson.org. Applications will be reviewed on a rolling basis until the position is filled.