

## **UNITED WAY OF ABILENE POSITION DESCRIPTION**

**Title:** Director of Development  
**Reports to:** President/CEO  
**Status:** Regular Full-Time / Salary / Exempt

United Way of Abilene is seeking an experienced Director of Development to manage and direct fundraising efforts and donor engagement for donors who give annually. This position reports to the CFO and President/CEO in collaboration with other senior leaders and plays a pivotal role in driving revenue growth and fostering donor relationships. We are looking for a dynamic leader with a proven track record of fundraising success.

**Purpose:** Lead the organization's fundraising activities to provide resources necessary to fulfill United Way of Abilene's (UWA) mission to promote the health, education, and financial stability of every person in our local community by mobilizing the caring power of West Central Texas.

### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to, the following:

- Annual Workplace Campaign
  - Develop and execute fundraising strategies to meet the annual campaign goal; Forward-thinking and action-oriented concerning the changing nature of our community engagement work.
  - Coordinate and support Campaign Cabinet and Loaned Executive volunteers; Make presentations and represent United Way of Abilene (UWA) in the community at local events and workplace campaign kick-offs.
  - Manage a large portfolio of workplace campaigns to aid in the planning and execution of corporate workplace-giving initiatives with workplace executives.
  - Increase investment in United Way by expanding and diversifying resource development efforts in workplace campaigns.
  - Develop and execute strategies to engage lapsed individual donors and acquire new workplace campaigns.
- Donor and Community Relations
  - Ensure that accurate, up-to-date information is maintained in the donor database and campaign spreadsheets for workplace and individual accounts.
  - Collaborate with key leaders to ensure all corporate partners are educated and aware of all engagement opportunities for their employees.
  - Qualify, cultivate, and solicit high-level prospects for UWA.
  - Ability to build consensus and facilitate collaboration and productive relationships with diverse individuals, groups, organizations, and the community.

- Manage and monitor progress and results for all assigned accounts.
- Collaborate with UWA team to develop content for fundraising needs, including a year-round menu of giving opportunities and other seasonal corporate engagement materials.
- Special Events
  - Coordinate all aspects of special fundraising events and campaigns throughout the year, including the Annual Meeting, Annual Campaign Kick-Off, Winter Lightfest, and other fundraising initiatives, to increase community support and resources for UWA's mission.
- Assist, as directed by leadership, with the organization's disaster response efforts and endowment/planned giving fundraising.
- Must have a high commitment to ethical fundraising practices and secure appropriate documentation for all promises to give, full-paid gifts, donor restrictions, sponsorships, in-kind gifts, and donor benefits in accordance with industry standards and organizational policies.
- Perform other duties as assigned by the President/CEO and senior leadership.

#### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Bachelor's degree with 1-3 years of experience in the field of sales and/or fundraising, or a minimum of 10 years of experience in fundraising.
- Proven experience in personal relationship building and socializing professionally in both intimate settings and at larger social events.
- Comprehension and appreciation of metrics and performance indicators used to measure progress in Resource Development.
- Experience in working with volunteer boards and committees.
- Must be available to meet with donors and prospects according to their schedule, often in the early morning, evenings, and on limited occasions weekends.
- Must have proficiency in Word, Excel, and database management.
- Ability to manage multiple demands; results-oriented and ability to work quickly and accurately.
- Experience in working with boards and volunteers is preferred; extremely tactful and diplomatic in dealing with confidential concerns.
- Ability to solve problems independently, effectively, and creatively.
- Works well with people and builds trust and confidence among fellow staff and volunteers.
- Must have excellent verbal and written communication skills.

**To apply for this position, please submit your resume and a cover letter to [uwajobs@unitedwayabilene.org](mailto:uwajobs@unitedwayabilene.org). Applications will be accepted until July 22, 2026.**