



UNITY Fund Development Manager Application

Thank you for your interest in applying for the Fund Development Manager position at UNITY Inc.

Position Summary:

The Fund Development Manager will develop cultivation, solicitation, and stewardship strategies for a significant population of major giving donors.

Essential Functions:

- Implement the fund development plan for assigned geographic areas and donors, to meet monthly benchmarks and yearly goals.
- Successfully manage assigned number of prospects from identification through cultivation and solicitation.
- Effectively identify and cultivate new donors resulting in gifts and pledges.
- Working with staff and volunteers, will successfully manage assigned prospects through cultivation and solicitation.
- Review, update, and manage donor lists on an on-going basis to solicit donors at the appropriate solicitation levels.
- Work with UNITY Team to hone, and develop strategies that will encourage increased giving.
- Represent UNITY at appropriate community events and meetings.
- Motivate donors and community leaders to make UNITY their organization of choice for giving.
- Manage and participate in solicitations and stewardship activities including small group meetings, professional presentations, and events.
- Complete research on prospective donors/community leaders and initiate appropriate contact.
- Update donor database regularly when contact with every donor is made.
- Self-starter with demonstrated ability to effectively manage an ongoing program, set priorities, and manage objectives.
- Must have highly developed interpersonal skills and have the ability to make the “ask”.
- Ability to work independently and with a team.
- Thorough understanding of local as well as regional markets.
- Assist with event planning, design and production within time limits.
- Help oversee and assist with organizing all aspects of event planning and internal task management of UNITY’s bi-annual Conferences.
- Other duties as assigned.

Competencies:

- Goal Focused and Mission Oriented
- Collaboration/Teamwork
- Interpersonal Communication Skills
- Strong writing skills (sample required)
- Flexibility
- Professionalism

Education and Professional Experience:

- Bachelor's degree or equivalent experience in a related field
- Experience creating plans, budgets, and timelines preferred
- Knowledge of UNITY preferred
- Demonstrated success with obtaining gifts and annual giving preferred
- Demonstrated ability to work with a team to organize and oversee work assignments and create and carry out multi-faceted plans

Salary:

\$55,000 plus bonus compensation plan

Benefits:

Medical

401K

Vacation, Sick, Personal and Holiday Pay

Voluntary Dental, Vision

Voluntary Employer Life and Disability

Voluntary Life

Equal Employment Opportunities Statement:

UNITY provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please include the following information in your application packet:

- Legal Name
- Tribal Affiliation (if applicable)

- Address
- Phone Number and email address
- Resume
- Cover letter
- Why do you want to work for UNITY? (brief essay or may be part of cover letter)
- Are you a UNITY Alumni? If yes, when were you involved and how were you involved? (may include in cover letter)
- Two letters of recommendation
- One Writing Sample (Donor letter or excerpt from a funding proposal)

Applications Due by: **October 25, 2019**

To apply please include a cover letter, resume, and employment application.

For More information Call 480-718-9793

Email: mk.titla@unityinc.org and t.patterson@unityinc.org