



**United Community Centers, Inc.
Position Description**

Title:	Development Director
Paid or Volunteer:	Paid (Salary)
Full or Part Time:	Full-Time
Reports To:	CEO
Key Relationships:	Works with the Board of Directors and committees, UCC administrative staff, donors and prospective donors, volunteers, and partner organizations.

United Community Centers, Inc.:

Founded more than 100 years ago, United Community Centers, Inc. began with a group of visionary individuals who wanted to serve and empower their community. Local ministers and representatives from the Women’s Home Mission Society established the City Mission Board in 1908 at First United Methodist Church in Fort Worth, Texas, employing a missionary to conduct evangelism and relief programs.

These programs were held at railroad stops and in private homes until the establishment of the first center, the Wesley House, in 1909. Through the years, this center’s purpose has evolved to meet community needs. The success of the Wesley House served as a role model for the development of two additional neighborhood centers, Bethlehem (1936) and Polytechnic (1975). Each of these three centers offers a range of services and programs for children and families, with a specific focus on the development of literacy skills in school-aged children. UCC works actively to continually grow and improve programming.

The Role:

The Development Director of United Community Centers, Inc. spearheads the ongoing advancement of the Foundation’s mission, vision, and core values of empowering individuals, strengthening families, and enriching communities. The Development Director will work to advance the future of the organization through the oversight and implementation of fundraising activities. This individual will manage the fundraising operations in accordance with the policies and goals set by the Board of Directors and implemented by the CEO.

Primary Responsibilities:

- Develop, organize, and execute approved fundraising programs, including special campaigns, individual, corporate and foundation gifts, events, and planned giving.

- Establish, evaluate, and meet fundraising goals as approved by the Board of Directors; create a comprehensive development plan to measure and track activity.
- Identify, cultivate, and steward a personal portfolio of major gift prospects (\$25k+) and establish relationships that provide lasting value to the organization.
- Ensure diversity of revenue and demonstrate a thorough working knowledge of income generation through annual fund activities, including fundraising, special events, donor solicitations, and more.
- Prepare volunteers for solicitation of gifts from identified sources as required, and participate, when appropriate, in making solicitations.
- Create programs and activities that help build interest and engage participation and donations.
- Supervise the development and continued maintenance of the organization's donor base as an effective donor prospect cultivation and management tool. Maintain integrity of the donor database.
- Assure proper accounting of funds, donor acknowledgment, stewardship of gifts, and donor recognition.
- Manage projects and initiatives with an ability to prioritize workflow to efficiently meet goals.
- Embody the highest levels of stewardship and ethical leadership in administering the Foundation's resources.
- Lead the grant writing process, and develop a system for identifying institutional prospects, including a solicitation calendar, reporting structures and a method for annual projections.
- Build a major gift program to help identify lead donors and corporate contributors.
- Oversee an external contractor or communications consultant to help increase organizational awareness and expand and refine current outreach.
- Develop, oversee, and create an organizational Annual Report.
- Monitor budgets according to short- and long-term goals.
- Partner effectively with the UCC administrative team.

Qualifications:

- Experience must be specific or relevant to each of these responsibilities with a minimum of five to seven years related work and leadership experience.
- Bachelor's degree or equivalent minimum education requirements.
- Demonstrated ability to independently lead, while inspiring commitment from volunteers, supporters, and contractual partners.
- Experience interacting with donors, showing the ability to quickly win the confidence of others, exhibit sound judgment, communicate effectively (oral and written), provide exemplary customer service, and display a high degree of self-confidence.
- Be a team player who is deadline driven, highly organized, self-motivated, and able to function effectively with minimum supervision.

- Demonstrated ability to influence and achieve results regardless of whether you are the direct leader of the work.
- Proficiency in Microsoft Office suite, including proficiency with Excel and presentation software, such as PowerPoint or Canva. Prior experience maintaining a donor database.

Terms and Compensation:

The position is full-time with a salary range of \$85k - \$95k. United Community Centers, Inc. is an equal opportunity employer and is committed to creating a diverse workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, genetics, disability, age, or veteran status.

This will be a hybrid position. A Fort Worth resident (or willing to relocate) is preferred.

Please submit resume and letter of introduction to: professionaltalent@mgaleassociates.com and write United Community Centers, Inc. Development Director Role in the subject line.

No phone calls, please.