

Manager, Resource Development

Organization: United Way of Northern Nevada and the Sierra

Position Type: Full-Time

Salary Range: \$45,000-\$55,000

Reports To: Vice President, Marketing & Development

Position Summary

United Way of Northern Nevada and the Sierra is seeking a **Manager, Resource Development** to support and grow the organization's fundraising, donor engagement, workplace campaign, and grant management efforts. This position will play a key role in managing development operations, maintaining strong donor and partner relationships, supporting fundraising initiatives, and ensuring accurate tracking of resource development activities.

The ideal candidate is highly organized, detail-oriented, and relationship-focused with a strong background in administration, data management, and customer service. This person should have experience managing complex databases, maintaining hundreds of accounts, coordinating projects, and supporting nonprofit fundraising or development efforts.

Key Responsibilities

Donor & Development Operations

- Manage and maintain accurate donor, prospect, and workplace campaign partner records within the organization's CRM system.
- Maintain donor pipelines and assist with tracking cultivation, stewardship, and engagement activities.
- Develop reports and utilize data to support fundraising strategies and decision-making.
- Ensure the accuracy, consistency, and integrity of development records.
- Support donor communications, recognition efforts, and stewardship activities.

Workplace Campaign & Volunteer Management

- Manage relationships with workplace campaign partners and support employee giving campaigns.
- Coordinate volunteer opportunities and engagement activities for workplace partners.
- Track volunteer participation and provide reporting on engagement outcomes.
- Assist with strategies to strengthen corporate partnerships and increase involvement.

Grant Management & Development Support

- Manage grant calendars, deadlines, reporting requirements, and documentation.
- Support the preparation and submission of grant applications and reports.
- Maintain grant files and ensure deliverables are tracked and completed.
- Assist with researching new funding opportunities aligned with organizational priorities.
- Collaborate with program staff to collect data, outcomes, and information needed for grant reporting and donor communications.

Fundraising & Community Engagement

- Support fundraising campaigns, donor cultivation activities, sponsorship opportunities, and special events.
- Identify opportunities for donor engagement events and community partnerships.
- Assist with event planning, logistics, and partner communication.
- Represent United Way at community events and partner meetings.

Organizational Support

- Collaborate with the Marketing, Programs, and Leadership teams to support organizational goals.
- Provide recommendations to improve development systems, processes, and engagement strategies.
- Maintain confidentiality of donor and organizational information.
- Perform other duties as assigned.

Qualifications

Required Qualifications

- 3–5 years of experience managing a CRM system, donor database, or similar data management platform.
- 1–3 years of experience in grant management, including tracking applications, reporting requirements, and deliverables.
- Experience supporting fundraising, donor relations, customer service, or relationship management activities.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- High attention to detail and commitment to accurate data management.

Preferred Qualifications

- Experience working in a nonprofit or community-based organization.
- Experience with workplace giving campaigns, volunteer coordination, or corporate partnerships.
- Experience with donor management systems such as Salesforce, Blackbaud, DonorPerfect, Bloomerang, or similar platforms.
- Experience supporting grant writing and nonprofit fundraising initiatives.

About United Way of Northern Nevada and the Sierra

United Way of Northern Nevada and the Sierra brings together individuals, businesses, nonprofits, and community partners to create lasting change throughout Northern Nevada and the Sierra. Through collaboration and investment, we work to improve education, financial stability, and community well-being.