



United Way of Amarillo & Canyon Development Director Job Description

Position Title: Development Director

Reports To: Sr. Director of Resource Development

Status: Exempt

Location: Amarillo, Texas

Work Schedule: Monday–Friday, 8:30 a.m.–4:30 p.m.

Must be available for early mornings, evenings, and weekends as needed.

Travel: Local travel within the service area; occasional state and regional travel.

Salary Range:

\$60,000–\$65,000, commensurate with experience

Position Overview:

The Development Director strengthens and grows United Way of Amarillo & Canyon’s donor base through strategic stewardship, event follow-up, and targeted donor engagement. This role focuses on year-round donor management, identification and cultivation of high-capacity donors, and support of workplace campaigns and special events.

In addition to Resource Development–led activities, the Development Director is expected to support special events and organizational initiatives outside of Resource Development, contributing staff support, donor engagement, and follow-up as needed to advance United Way’s mission.

Key Responsibilities:

Donor Stewardship & Management:

- Lead year-round donor stewardship to retain, recognize, and upgrade individual and workplace donors.
- Ensure timely acknowledgment, recognition, and follow-up for gifts, pledges, and fundraising activities.
- Maintain accurate donor records, contact reports, and engagement notes.

High-Net-Worth & Leadership Donor Identification:

- Identify, research, and help cultivate high-net-worth individuals and leadership-level donors.
- Collaborate bidirectionally with the Director of Analytics and Data to:
 - Analyze giving trends, donor behavior, and prospect data to identify high-capacity and upgrade-ready donors.
 - Share relationship insights, engagement outcomes, and contact intelligence to inform data modeling, segmentation, and reporting.
- Support donor moves management strategies in coordination with the Sr. Director of Resource Development.
- Assist in developing strategies to grow leadership and major giving.

Event Follow-Up & Special Event Support:

- Manage post-event follow-up, including donor communications, stewardship, reporting, and next-step engagement.
- Support planning, execution, and follow-up for fundraising and stewardship events.
- Provide staff support, donor engagement, and follow-up for special events led by departments outside of Resource Development, as assigned.
- Assist with donor and volunteer engagement related to special events.

Workplace Campaign Support:

- Support annual workplace campaigns through donor engagement, stewardship, and post-campaign follow-up.
- Assist with relationship management for Employee Campaign Coordinators (ECCs), campaign volunteers, and key workplace partners.
- Collaborate with the Campaign Director to ensure donor continuity beyond the campaign cycle.

Additional Fundraising & Organizational Support:

- Support additional fundraising initiatives and opportunities as directed by the Sr. Director of Resource Development.
- Participate in organization-wide activities and initiatives that contribute to donor acquisition, stewardship, and community engagement.

Education:

Bachelor's degree required in Nonprofit Management, Business, Public Administration, Social Work, Education, or a related field.

Experience & Skills:

- Minimum of three (3) years of experience in nonprofit fundraising or development.
- Demonstrated success in donor stewardship and relationship management.
- Experience supporting special events and workplace campaigns preferred.
- Ability to identify and engage high-capacity donors.
- Strong organizational, communication, and analytical skills.
- Proficiency in Microsoft Office.

Physical & Other Requirements:

- Ability to lift up to 25 pounds.
- Valid state driver's license and reliable transportation required.

To Apply:

Please submit cover letter, resume, and references to:

Jason McCoy
Sr. Director Resource Development
jason@uwamarillocanyon.org