



Job Description

Job Title: Director - Corporate Relations

Department: Donor Engagement

Supervisor: SVP, Donor Engagement & Corporate Relations

FLSA Status: Exempt

Approved Date: June 2019

Summary:

Responsible for working as part of the United Way of the Midlands Donor Engagement Team, Campaign Managers and workplace employee giving facilitators, and leadership-level volunteers (Campaign Cabinet members). The primary objective is to maintain existing corporate relationships, grow workplace giving efforts through implementation of the use of strong relationships with donors and prospects. Must proactively act to understand the needs of the community and manage associated administrative and database entry requirements.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: include the following.

1. Maintains professional conduct, confidentiality and ethical standards at all times.
2. Manages and sets expectations for fundraising activities through development of goals and strategies on an account-by-account basis.
3. Develops annual plan and manages accounts for a segment of the annual fundraising campaign. This includes setting goals and objectives to increase revenue each year. Provides periodic reports to management regarding status of assigned accounts, including accurate projections.
4. May manage temporary employees and Community Ambassadors during the annual community-wide campaign. This includes organizing, planning, motivating and evaluating.
5. Meets annual revenue goals as well as goals for personal contact with donors and prospects.
6. May manage and facilitate Campaign Cabinet.
7. Assists with maintenance and growth of the organization's e-pledging systems.
8. Executes a plan for new account development throughout the organization and with selected volunteers in the community.
9. Executes a strategic Customer Relationship Management program and captures all conversations and observations into an electronic CRM system (ANDAR).
10. Works collaboratively on projects with all departments within the organization.
11. May be responsible for managing an Affinity Group as assigned.
12. May lead sponsorships requests.
13. May lead one or more Donor Engagement strategies.
12. Driving is an essential function of this position.

Marginal Duties and Responsibilities:

1. Delivery of campaign materials to workplaces across the Greater Omaha metropolitan area.
2. Data entry and account construction in CRM system.
3. Other duties as assigned.

Supervisory Responsibilities:

This job may have supervisory responsibilities.

Education and/or Experience:

Bachelor's degree (REQUIRED) Master's (PREFERRED) from four-year college or university in Business or Public Administration; and seven to ten years related experience and/or training in sales management, account management, community development, capital campaign fundraising, and/or annual fundraising campaigns.

Certificates, Licenses, Registrations:

None

Complexity of Duties:

A wide variety of duties requiring a general knowledge of related organization policies and procedures and their application to cases not previously covered.

Supervision Received:

Under direction where definite objectives are established, plans and arranges a significant portion of own work, referring only unusual cases to supervisor or others.

Errors and Quality of Work:

Probable errors or impact on quality of work would be difficult to detect such as the improper or inadequate delivery of a service, recommendation of unsuitable measures taken by an external organization, adverse relationships with people, negative effect on processes, methods, plans, programs or facilities resulting in excessive costs. May have adverse effect on outside relationships, such as customer, client or community. Some work not subject to audit or check; work involves considerable accuracy and responsibility.

Language Skills:

English proficiency sufficient for communication with supervisors, co-workers, clients and customers. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, percentages as they apply to the calculation of fundraising strategy.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of CRM Contact Management systems; Andar or similar (Raiser's Edge) Database software; MS PowerPoint, MS Publisher Design software; iWave Development software; Internet browser software; MS Excel Spreadsheet software and MS Word Processing software.

Other Qualifications:

Must pass all applicable background checks. Must possess a valid driver's license from the state in which you reside. Must be approved to drive for UWM business.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Acknowledgements: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.