



Organization: United Way of the Midlands
Job Title: Manager, Corporate Relations
Department: Donor Engagement
FLSA Status: Full Time, Exempt
Location: Omaha, NE (Onsite)

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embrace others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

As an organization that has been around for 98 years, United Way of the Midlands (UWM) has maintained a long-standing commitment to addressing social injustice by serving the underserved and partnering with other organizations that are striving to create a more equitable community. We are diligently working to learn more about the experiences of different communities and to strive for inclusivity and equity so individuals and families can lead the best lives possible.

The United Way of the Midlands is looking for a **Manager of Corporate Relations**, an individual with strong relationship building skills. An individual who enjoys working with and for the community in improving ideas with employee fundraising, special fundraising events as well as applying for available grants and/or proposing for sponsorships for events within the community. The Manager, Corporate Relations needs to understand the role of UWM within our community, the trends effecting the residents most in need, and the role for UWM donors in supporting those needs. This is an excellent opportunity for a highly motivated, detail-oriented candidate who aspires to utilize their accounting knowledge in the non-profit sector.

Duties and Responsibilities:

- Manages and sets expectations for fundraising activities through development of goals and strategies on an account-by-account basis.
- 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.
- Meets annual revenue goals as well as goals for personal contact with donors and prospects.
- Assists with maintenance and growth of the organization's e-pledging systems.
- Executes a plan for new account development throughout the organization and with selected volunteers in the community.
- Executes a strategic Customer Relationship Management program and captures all conversations and observations into an electronic CRM system (ANDAR).
- Works collaboratively on projects with all departments within the organization.
- May be responsible for managing an Affinity Group as assigned.
- May lead sponsorships.
- May lead one or more Donor Engagement strategies.
- May lead foundation research.
- Delivery of campaign materials to workplaces across the Greater Omaha metropolitan area.

- Other duties as assigned.

Required Skills and Abilities:

- Maintain professional conduct, confidentiality and ethical standards at all times.
- 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.
- Knowledge of CRM Contact Management systems; Andar or similar (Raiser's Edge) Database software; MS PowerPoint, MS Publisher Design software; Internet browser software; MS Excel Spreadsheet software and MS Word Processing software.
- Must have a good understanding of philanthropy and the role non-profit organizations play as a safety net for the most vulnerable in our community.
- Must have the ability to effectively represent UWM during community and stakeholder meetings.
- Must be highly organized, responsive and be able to handle multiple deliverables at the same time.
- Must be a great teammate that cares deeply about the overall success of UWM
- Driving is an essential function of this position.

Supervisory Responsibilities:

This job does not have supervisory responsibilities.

Education and Experience:

- Bachelor's degree from four-year college or university in Business, Public Administration or related field
- Three to five years related experience and/or training in sales management, account management, community development, capital campaign fundraising, and/or annual fundraising campaigns.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Employee Signature :

Date: