JOB DESCRIPTION

JOB TITLE: Director of Workplace Campaigns

REPORTS TO: Chief Development Officer

UNIT CLASSIFICATION: Unrepresented; Full-time

PRIMARY PURPOSE:
The purpose of this position is to generate, grow, and sustain corporate and individual donors and sustain the resource base to support United Way of Pierce County’s mission by providing leadership and management of the workplace campaign team. It is imperative that this position focus on implementing and stewarding relationships with campaign coordinators, volunteers, advocates, supporters, and donors ensuring revenue goals are achieved.

ESSENTIAL FUNCTIONS:
• Team Management – in support of and at the direction of the Chief Development Officer
  1. Develop, motivate, and manage volunteers to assist accomplishment the work
  2. Manages and assists workplace campaign teams
• Maintain a portfolio of company accounts. Develops positive relationships with coordinators and key executives. Know their interests and priorities and use this information to build year-round engagement opportunities for them. Document this information for quick access and future use by United Way of Pierce County.
• Maintain a portfolio of individual donors. Cultivate relationships with individual donors and steward them as supporters of United Way of Pierce County.
• Maintain a portfolio of prospective donors and companies. Grow and expand the donor base through advocating the positive influences of United Way throughout the community.
• Cultivate the investor climate. Follow-up with initial contacts making regular visits and developing a deeper understanding of individual and donor accounts.
• Be aware of industry activities and trends that impact donor accounts and maintain ongoing campaign projections using this data.
• Set aggressive campaign goals and be able to demonstrate successful movement toward them.
• Demonstrate how donations are making a difference. Know and effectively communicate United Way’s goals and achievements.
• Make professional presentations to companies and community organizations. Use these presentations in assisting other United Way colleagues.
• Train and steward Resource Development Officers. Assist them and repair campaigns using “best practices.”
• Collaborate closely with others throughout United Way of Pierce County.

* The list of essential functions in this job description is not exhaustive and may be supplemented as necessary by Human Resources.
OTHER FUNCTIONS:
Participate as directed in United Way of Pierce County events such as: community celebrations, teambuilding activities, and when requested, board meetings.

WORKING RELATIONSHIPS:
Reports to Chief Development Officer. Engages frequently with entities outside United Way of Pierce County to include leaders of corporations, presidents of foundations, and local, state and federal funders.

WORKING CONDITIONS:
1) The daily work is performed in a variety of work settings: office space at United Way of Pierce County, potential funding sources location, and using remote access. 2) Occasional use of personal vehicle. 3) Light lifting or supplies.

WORK SCHEDULE:
Annual Work Calendar – Non-regular work hours will occur

QUALIFICATIONS:
Education and Experience

Bachelor’s degree in business/marketing and communication. Appropriate, directly-related experience may substitute for educational requirement. Substantial Experience 5-7 years or more with fundraising (ideally with companies), Window 7 (or higher), Internet/Web, and Microsoft Office Suite. Experience - two to three years presenting. Effective management experience necessary.

Required Knowledge, Skills and Abilities.

Well-developed relationship management.
Ability to demonstrate extraordinary listening and communication skills
Ability to demonstrate negotiation techniques.
Ability to deal with sensitive information and honor confidentiality.
Ability to establish and maintain effective working relationships with a variety of constituents.
   An astute ability to appeal to funding organizations.
Ability to organize and coordinate multiple activities simultaneously and to meet established timelines for each activity.
Ability to remain consistent, calm and fair under pressure.
Ability to work effectively as a member of a team.
Ability to work extended hours as required by job demands.
Ability to work independently with a minimum of supervision.

SALARY
$65,000 - $75,000 Depending on Experience
FAIR LABOR STANDARDS ACT
Exempt; Full-time

REQUIRED
Submit: Resume and Letter of Interest to KeithB@uwpc.org and Emilym@uwpc.org