

Position: CORPORATE ENGAGEMENT DIRECTOR
Hiring Organization: United Way of Salt Lake
Department: RESOURCE DEVELOPMENT
Reports to: Vice President, Corporate Engagement
Date: December 5, 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The Corporate Engagement Director plays an important and visible role within UWSL and the community. Working under the direction of the VP, Corporate Engagement, the Corporate Engagement Director sets the tone for resource development innovation, and is responsible to develop, implement, and refine a strategic plan to increase retention and growth of donor base, and related financial resources from organizations and their employees in support of UWSL's mission.

KEY RESPONSIBILITIES

1. Provides vision and leadership to develop, implement, and refine a strategic plan to secure financial and other resources from current and organizations and their employees within the workplace. Inspires and leads team of community investment advisors in continuous improvement of resource development efforts and results
2. Researches, develops, and implements new strategies and best practices to strengthen resource development results. Grows revenue by strengthening existing relationships through innovation and development of new ideas for organization and employee involvement, including corporate social responsibility messaging and online fundraising solutions
3. Establishes, monitors, and reports fundraising goals and revenue to VP, Corporate Engagement. Prepares information that will be presented in other meetings, including for the Board of Directors. Maintains accurate records and develops and manages related processes
4. Hires, manages, and supports Community Engagement Advisors team. Help develop and implement fundraising strategies for the team's respective portfolios. Holds team members accountable for activity and results. Creates a team environment focused on progressive sales techniques and develops strategies to improve related activities. Responsible for the success of the team's resource development efforts
5. Cultivates and oversees relationships with current and prospective donors, with strong executive-level attention, through personal contact, including: phone calls, email, written correspondence, and visits. Sets appointments and meets with prospects and current donors. Works closely with VP, Corporate Engagement to manage key staff and volunteers in resource development efforts
6. Oversees accurate use of Constituent Relationship Management (CRM) software by Community Engagement Advisors, especially as it relates to revenue projection and goal setting features; refines and implements best practice training of CRM tool

7. Works with Business Development Manager to ensure new business companies receive the highest levels of customer service and onboarding; Implements strategic plan for new business in conjunction with VP, Corporate Engagement
8. Researches and implements ongoing fundraising training opportunities to provide Corporate Engagement Managers with world-class tools to better understand sales and donor cultivation and stewardship
9. Collaborates with others to achieve the optimal use of organizational resources. Provides leadership and maintains good working relationships with colleagues
10. Supports all resource development efforts. Performs other duties as assigned

POSITION REQUIREMENTS

- Proven ability to build and maintain business and personal relationships
- Proven ability to innovative and operate effectively independently and when leading a team
- Ability to communicate effectively, including: interpersonal, listening, writing, presentation, and public speaking
- Ability to direct work, develop talent and manage conflicts
- Ability to work well with and inspire confidence in United Way volunteer leadership, staff, and current and prospective donors, including high wealth and business and community leaders
- Demonstrated advanced proficiency with computer technology and Microsoft software applications including Outlook, Word, PowerPoint, and Excel
- Knowledge and experience using CRM software

MINIMUM QUALIFICATIONS

- Bachelor's degree
- 3 years' relevant experience in fundraising or sales
- Vision and passion to take UWSL's fundraising strategies to new heights
- Experience leading or managing others

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL facilities to set-up displays and presentations in both physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

SALARY INFORMATION & FLSA STATUS

This is an exempt position, salary level is tiered and commensurate with experience and performance.

TO APPLY

Send complete applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.