

**Position:** SENIOR COMMUNITY INVESTMENT ADVISOR  
**Hiring Organization:** United Way of Salt Lake  
**Department:** RESOURCE DEVELOPMENT  
**Reports to:** CORPORATE RELATIONS DIRECTOR  
**Date Prepared:** June 1, 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 Senior Community Investment Advisor (SCIA) is responsible for priority relationships with highly engaged companies and individuals. SCIA sets aggressive fundraising goals, enhances existing relationships with creative new strategies, and identifies companies with the highest potential for increased investment in the work of UWSL. The SCIA will also oversee several Community Investment Advisors to provide support, develop goals, and measure success.

### **KEY RESPONSIBILITIES**

1. Lead all aspects of the year-round engagement process with high-profile companies, calling upon others to assist in solution-development and proposal delivery
2. Develop comprehensive annual company engagement plans for all assigned businesses by leading a joint-company planning process that identifies relevant needs, prioritizes initiatives, and company investments, and establishes a clear action plan for success
3. Oversee and support Community Investment Advisors in development of strategic company engagement plans, setting projected gains, and post-campaign review
4. Retain and grow donor base while increasing revenue through new and existing relationships
5. Establish annual and monthly donor objectives; meeting assigned profitability expectations and revenue goals
6. Provide quarterly and monthly updates
7. Complete pre- and post-campaign logistical processes
8. Align engagement plan objectives with, and seek support from, all of the functional departments of UWSL
9. Revise engagement plans to continuously improve data and revenue gains
10. Manages company transitions from the business development engagement implementation process
11. Completes required training and development objectives within the assigned time frame
12. Other duties as assigned

## **QUALIFICATIONS**

- Able to build and maintain positive working relationships with current and prospective corporate and employee donors
- Exceptional writing communication skills
- Experience giving small- and large-group presentations
- Experience leading teams
- Proven ability to lead with an entrepreneurial mindset
- Strategic and comfortable with calculated risk
- Experience balancing multiple projects with competing deadlines
- Strong sense of professionalism and ethics
- Able to understand the big-picture of revenue objectives
- Familiarity with Constituent Relationship Management systems
- Able to travel and accommodate flexible scheduling

## **MINIMUM REQUIREMENTS**

- Bachelor's Degree or equivalent work experience
- 3-5 years of fund raising or sales experience preferred
- Proficient in Google and Microsoft Suites

## **PHYSICAL REQUIREMENTS**

This 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, learn information and systems, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set-up presentations and displays 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; pay commensurate with experience

## **TO APPLY**

Send completed applications to [jobs@uw.org](mailto: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.*