

Position: Corporate Engagement Manager

Reports To: Director of Corporate Engagement

Position Status: Salaried position with full benefits, EOE

Salary and Benefits: \$38,000-\$42,000 with the opportunity for Performance Based Bonuses, Full Benefits, 4% 403(b) match, 144 Hours of flexible leave, and other benefits

About United Way of Larimer County: United Way of Larimer County tackles issues that matter most to our community and uses a collaborative approach to accomplish more together. We provide opportunities for businesses, individuals, and organizations to be involved in strengthening Larimer County.

Scope of Position: The Corporate Engagement team at United Way of Larimer County aims to be the hub for Corporate Social Responsibility in Larimer County. We pride ourselves on providing excellent customer service to meet our companies' needs and raise money for those in need in Larimer County. The Corporate Engagement Manager is responsible for raising money for United Way through corporate fundraising activities, new business development, special fundraising initiatives, and individual donor solicitation.

Essential Job Functions:

- Promote United Way's vision and mission in the community
 - Present the United Way message to community members and employees throughout Larimer County to raise money
 - Establish new business and community relationships through networking, prospecting, and community presence that benefit United Way of Larimer County
- Manage accounts (companies) in assigned territory to increase revenue and donors
 - Solicit and secure corporate and employee donations
 - Collect pledge forms and donations
 - Keep accurate records of all interactions
 - Train, recruit, manage and support volunteer campaign coordinators
 - Provide excellent customer service to accounts
 - Engage with individual donors to renew gifts each year
 - Support and plan workplace special events
 - Develop and build relationships with accounts to increase engagement and support
- Engage, develop, and steward companies through Corporate Social Responsibility, providing connections to volunteer projects, marketing exposure, and fundraising opportunities
- Establish, develop, and maintain strong relationships with all constituents
 - Develop key partnerships throughout Larimer County
 - Network through professional organizations, service clubs and/or Chamber events
 - Steward corporate gifts
 - Engage in year-round relationship building with all accounts

Essential Job Functions (Cont.):

- Maintain, steward, and develop an individual donor portfolio consisting of 30+ donors from assigned accounts and community relationships.
- Hold 150 or more in person meetings with donors and community constituents throughout the course of the year.
- Update and maintain donor database with contact information, meeting notes, and strategies
- Implement and manage campaign related fundraising and stewardship events
- Manage departmental key activity plans and support departmental special projects, as assigned
- Support organizational events as needed

Other Job Functions

- Maintain excellent communication with all staff
- Attend and participate in Resource Development and other staff meetings
- Other duties as assigned

Skills and Specifications

- Demonstrated fundraising success
- Demonstrated networking and relationship building ability
- Demonstrated experience exceeding professional goals
- Dynamic, energetic and driven personality
- Strong leadership skills with an aptitude for resourcefulness
- Attention to detail, organizational skills, and analytic and strategic thinking
- Effective written and verbal communication skills, as well as solid interpersonal skills
- Ability to work independently, as part of a team, and in a flexible environment
- Volunteer management experience
- Capability to prioritize and manage a multitude of tasks
- A self starter who takes initiative
- Ability to work professionally and diplomatically with a variety of community members

Education and Qualifications

- Bachelor's degree required
- Fundraising and/or account management experienced required
- New business development experience preferred
- Experience working with a fundraising or equivalent sales database required
- Proficiency with Microsoft Office required

To Apply:

Send resume and cover letter to jobs@uwaylc.org with Corporate Engagement Manager in the subject line.