

**Date of Last Update:** 04/18

**Job Title:** Donor Engagement Manager

**Reports to:** Director of Philanthropy

**Job Level/Status:** FT Exempt

### **Position Summary:**

The Donor Engagement Manager will focus on all aspects of revenue generation for United Way of Delaware County with a specific focus on managing workplace campaigns and assisting with prospecting, grant writing and event planning to develop and nurture donor relationships at the individual and corporate level.

This position will work closely with the Director of Philanthropy, President, Vice President and other United Way staff and volunteers to generate new revenue for United Way of Delaware County initiatives and programs. The Donor Engagement Manager will be required to work some evenings and weekends as meetings and events are scheduled.

### **Job Responsibilities and Duties:**

- Serve as the primary point of contact for workplace campaigns and corporate engagement opportunities.
- Identify and pursue opportunities for new United Way workplace campaigns and corporate gifts.
- Provide and implement training for company campaign volunteers; prepare and conduct public presentations to employee groups; ensure that donors are appropriately acknowledged for their gifts.
- Develop and maintain relationships with key stakeholders and funders.
- Organize on-going donor engagement activities, volunteer opportunities and events as requested.
- Maintains comprehensive, accurate, and up-to-date accounts files; prepares regular and accurate reports on account status to United Way staff and volunteers as requested.
- Attend all campaign functions, including regular campaign meetings and special events; participates in business and service organizations as determined appropriate by the Director of Philanthropy, President and/or Vice President.
- Utilize technology to increase resources more efficiently and effectively. Stays current with social, political, business and economic factors in the community that may affect United Way, and adjusts plans accordingly.
- Complete special assignments and projects as needed.

### **Qualifications:**

- Must have the ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets
- Must have the ability to manage and prioritize multiple tasks simultaneously
- Must have the ability and desire to meet, develop relationships, and work with a variety of people
- Expected to have a commitment to excellence
- Attention to detail
- Manage multiple projects, meetings and timelines with an effective organizational system
- Knowledge of basic sales and marketing concepts
- Possess advanced computer abilities

**Required Education and Experience:**

Bachelor's Degree Preferred or Demonstration of Relevant Experience

**Core Competencies:****Builds Relationships**

Initiates, builds and continuously strengthens relationships with all customers, internal and external, by constantly seeking, understanding, and responding to customer needs and wants.

**Acts and Thinks Strategically**

Is guided in all work by UWDC's mission, vision, and strategic goals. Continuously monitors interim and final results to measure progress, adjust tactics, and evaluate success, and set future goals.

**Achieves Results**

Takes initiative, maintains a persistently focused effort, remains goal and results oriented, and continues to improve. Sets daily, weekly, monthly, quarterly, and annual project goals; creating specific plans to meet them.

**Communicates Effectively**

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings, and diverse group presentations or meetings. Delivers information effectively in a variety of formats including letters, memos, analytical reports, grant proposals, and presentations.

**Influence Management**

Able to make a persuasive argument to influence an audience; develops and uses subtle strategies to influence others; works to make others feel ownership in one's own solutions; identifies key decision-makers on issues of concern; develops and effectively uses networks, inside and outside of UWDC.