



## Leadership Giving Manager

### About the United Way Network

United Way of Greater Waterbury (United Way) is one of more than 1,200 autonomous United Ways in our nation and nearly 1,800 United Ways in 45 countries and territories.

### About United Way of Greater Waterbury

**Our Vision:** We envision a community in which people achieve their potential because basic needs are met, quality education is accessible, and financial sustainability is achieved.

**Our Mission:** We mobilize resources to help people measurably improve their lives.

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## Join Our Team! Career Opportunity

The Leavenworth Society and the Tocqueville Society are the United Way of Greater Waterbury's leadership recognition programs. Members of these distinctive groups demonstrate their commitment, not only by their generosity, but by their personal involvement with United Way. Their leadership gifts are an affirmation for the work we do together.

We are searching for a fulltime **Leadership Giving Manager**, who will help retain and grow our leadership recognition programs by increasing resources to achieve United Way's community goals, to be part of our United Way team located in Waterbury, CT.

As the **Leadership Giving Manager** you will be responsible for cultivating and soliciting Leavenworth Society contributors and assisting the President/CPO with Tocqueville Society contributors and prospects through workplace campaigns, community-based efforts, effective communications and engagement opportunities.

### Job Description

Develops strategies to identify, retain and recruit leadership donors at all levels in and out of the workplace; This may include but is not limited to events, volunteer engagements and personal visits alone, with the President/CPO, Director of Development, or as assigned.

Works directly with Resource Development staff to identify, develop, and implement leadership giving campaigns within key corporate workplace accounts to move donors to leadership society giving and increased levels of membership.

Analyzes giving data for leadership society members in order to develop strategies to encourage deeper engagement and raise more dollars to support United Way's community priorities.

Develops relationships with current leadership donors with the potential for increased and/or major gift and develops and executes strategies to secure the gift.

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Develops portfolio of prospective leadership and major gift donors. Identifies, cultivates, and engages new and potential leadership and major gifts donors and prospects donors year-round.

Oversees Philanthropy Fund donor process and administration with President/CPO.

Oversees Residential donor process and administration with Director of Resource Development.

Develops and executes strategy to acknowledge leadership society givers in and out of the workplace.

Researches, develops and implements a strategic planned giving program with the President/CPO.

Develops working understanding of *Community Investment* strategy framing and identify opportunities to leverage and increase mission-related giving among leadership society members.

Develops year-round communications strategy with marketing communications staff targeted to leadership society members.

Oversees maintenance of accurate information on leadership society members: donation history, preferred recognition, contact information, interests, etc. for accurate reporting and publication as needed.

Identifies, cultivates and engages leadership society volunteers and works with them to develop strategies to engage leadership society members and major gift prospects on a year-round basis.

Execute best practices to reclaim declining and lapsed leadership donors.

Responds to donor or company questions and/or requests for giving information as required.

Represents the organization through attendance of special events and processes related to leadership giving activities, including both internal and external special events, networking opportunities, and educational forums.

Other responsibilities assigned by Director of Resource Development

## **Qualifications**

Bachelor's degree or equivalent business related experience required.

Minimum 3 - 5 years nonprofit resource development experience or related field in a for-profit environment, and proven fundraising/sales experience with high net worth individuals required.

Proven relationship management and donor cultivation experience required.

Ability to think strategically using acquired knowledge to develop strategies to develop relationships and to increase giving.

Ability to offer creative ideas and problem solve.

Ability to foster open and clear communication resulting in strong internal and external partnerships.

Ability to work in a fast-paced environment, manage multiple priorities, and able to adapt and adjust quickly to changing conditions.

Excellent communication skills, attention to detail and organization skills.

Excellent working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, etc.) is required.

Driver's license and valid transportation required.

Occasionally requires commitments outside of traditional business hours, including nights and weekends.

### **Application Information**

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Greater Waterbury  
ATTN: Human Resources  
100 North Elm Street, 2<sup>nd</sup> Floor  
Waterbury, CT 06702  
Email: [careers@unitedwaygw.org](mailto:careers@unitedwaygw.org)

No phone calls please.

United Way is an equal opportunity employer M / F / D / V.