Job Posting  
Director of Leadership Giving

About Us
United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 40 countries and territories. We have the unique ability, vision and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families.

Our Mission
To engage and bring together people and resources committed to the well-being of children and families in our community.

Join Our Team! Career Opportunity
We are searching for a Director of Leadership Giving who’s a strategic thinker, mission-driven, team-oriented and has a successful track record of donor-centered practices. The Director will have a ‘can-do’/solution orientation approach to setting and attaining leadership giving goals and be excited by a fast-paced environment, managing multiple priorities and identifying innovative ways of increasing loyal contributors. The Director is a member of United Way’s management team, directly contributing to its culture, external relationships/brand, and the organization’s success in raising the financial resources to fulfill its mission.

As the Director of Leadership Giving, you will:

• Identify, qualify, cultivate, solicit and steward leadership giving from individuals/families with emphasis on securing leadership and transformational gifts, annually and through legacy commitments.
• Effectively manage United Way’s private label Donor Advised Fund and Philanthropy Fund including increasing participation and efficient, timely gift processing, acknowledgment and reporting of donor designations.
• Develop, execute and evaluate direct mail and digital strategies to engage and retain donors outside of workplace giving.
• Lead prospect management meetings with President and CEO, leadership volunteers and/or internal staff to ensure coordination of cultivation, solicitation, and stewardship activities. Prepares President and CEO or designee for conversations/meetings with current/prospective leadership/major gift donors.
• Initiate contacts with potential leadership/major gift donors, align interests with United Way initiatives and develop appropriate cultivation strategies based on the donor’s interests, research and philanthropic/tax benefit needs.
• Recognize leadership donors in timely, effective ways through personal outreach, cultivation events, organizational newsletters and United Way’s annual leadership investor roster.
• Orient workplace giving staff to all leadership giving options; ensures that leadership giving strategies are part of workplace giving campaigns.
• Plans and implements periodic wealth management meetings with area financial advisors to raise their awareness of United Way and connect their clients with areas of interest.
• Ensure confidentiality of all donor information as well as accurate and timely entry in customer relationship management (CRM) software.
• Effectively manage and leverage the Customer Relationship Management (CRM) database ensuring proficiency in regularly analyzing data and reports for leadership giving opportunity and risk identification.
• Evaluate the effectiveness of strategies, initiatives, special events and overall results for leadership giving and affinity groups.
• Manage department staff to ensure development and execution of strategies to attract, retain and grow membership and increase giving to United Way; ensures opportunities for staff professional growth and development.
• Collaborate with Marketing to co-create leadership giving materials, event collateral and donor messaging.
• Attend United Way events as well as outside events for United Way representation, networking etc.
• Perform other duties as required.

QUALIFICATIONS AND COMPETENCIES:
• Bachelor’s degree in related discipline.
• Certified Fundraising Executive Credential preferred.
• Minimum five years’ experience in leadership/major gift fundraising.
• Perform job with integrity, consistent with the mission, vision, values and beliefs of United Way of Central and Northeastern Connecticut. Adheres to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
• Demonstrate United Way Core Competencies (Mission-Focused, Relationship-Oriented, Collaborator, Results-Driven and Brand Steward); and,
• Knowledge of all charitable gift planning vehicles, including how to determine the appropriate vehicles for specific prospects.
• Track record of taking prospects to solicitation and closing leadership gifts in education/human services.
• Excellent interpersonal and social skills; able to communicate effectively in writing and orally.
• Strong customer-centric focus in all tasks and activities.
• Ability to maintain professional standards and conduct, internally and externally.
• Strong relationship management skills enhancing internal organizational relations, external community interactions, and in business development opportunities.
• Works collaboratively with, and in support of, volunteers and United Way staff to achieve donor, workplace partner and organization needs.
• Ability to relate well with people from diverse groups.
• Holds self and colleagues accountable for achieving results.
• Proficiency in Microsoft Office Suite (Microsoft CRM preferred).
• Proficiency in iWave or similar donor cultivation resources.
• Proficiency in customer relationship management software.
• Driver’s license and valid transportation.

How to apply:
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 Central and Northeastern Connecticut
Human Resources
30 Laurel Street
Hartford, CT 06106

Email: positions@unitedwayinc.org No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.