

Mile High United Way  
Job Description

POSITION TITLE: Manager, Donor Relations

PAYGRADE: E

REPORTS TO: Director, Donor Relations

GENERAL PURPOSE:

Responsible for managing all aspects of a group of corporate and workforce campaigns of Mile High United Way to fund the Mile High United Way Community Impact Plan and promote philanthropic giving. Establish, grow, and strengthen relationships with employers and internal influencers to maximize corporate and employee community involvement and giving. Work with executive level volunteers in the utilization of a relationship management approach to create an effective team in maximizing an industry's portfolio, building donor relationships and meeting funding goals. Cultivate, educate, solicit, and steward Leadership and Major Gifts in support of Mile High United Way's fundraising efforts.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Develops and implements annual and long-range plans for a targeted industry/sector to increase individual and corporate giving and levels of participation.
- Provide staff support to volunteer leadership to establish and execute fundraising plans. (Support includes but is not limited to the following: strategic planning, coordination, follow up, monitoring progress in completing assignments, managing, motivation and recognition.)
- Identify, cultivate, solicit and steward portfolio of individual and corporate relationships.
- Develops and maintains current and prospective leadership and major gifts donors.

OTHER DUTIES/RESPONSIBILITIES:

- Documents all donor contacts in Enterprise Database.
- Maintains security and confidentiality of all Division documents and files.
- Maintains a positive image of MHUW.
- Is professionally supportive of all MHUW policies, procedures, functions, departments, divisions, managers and employees.
- Provides support to other Department and Corporate priorities, as needed, e.g. Strategic Plan, annual budget, special initiatives, etc.
- Develops and maintains strong working relationships with other Departments.

SUPERVISORY DUTIES: NA

## JOB QUALIFICATIONS:

### Experience:

- Three to Five years professional experience in managing annual fundraising campaigns and one-on-one solicitations
- Experience in successfully managing volunteers
- Additional successful experience in fundraising including, proposal writing, prospect research, volunteer management, annual individual giving campaigns, capital campaigns, and donor cultivation and recognition.

### Education or Formal Training:

- Bachelor's Degree in humanities, business, finance, or equivalent experience

### Special skills/knowledge:

- Excellent fundraising skills including: ability to make presentations to large group and individual audiences to motivate philanthropic giving; clear and concise persuasive writing ability for letters, proposals and stewardship documents.
- Outstanding analytic and problem solving skills.
- Ability to manage multiple priorities.
- Ability to set and achieve short and long-term goals.
- Ability to lead, manage and motivate executive level volunteers to achieve fundraising and organizational goals.
- High degree of personal responsibility and integrity.
- Must be able to identify and access long range giving potential.
- Demonstrated skills in the areas of administration, project management, supervision and management, and volunteer program development.
- Excellent verbal and written communications skills.
- Must work well under pressure, be flexible, creative, enthusiastic, and knowledgeable of the community and possess a high energy level.
- Professionally supportive of corporate missions, policies, staff etc.

### Computer skills:

- Working knowledge of Microsoft Office products Word, Excel and Powerpoint software.
- Knowledge of fundraising databases including Enterprise Software is a plus.

Working Environment: 25% office; 75% outside meetings

Physical Activities: Ability to provide personal transportation. Ability to lift 20 pounds.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Date Job Description Updated: June 2010