

# United Way of Central Florida Job Description

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## Position Title: Sr. Director of Corporate Philanthropy

<b>Department: Resource Development</b>	FLSA Classification: Exempt / Salary
<b>Location: UWCF, Highland City</b>	<b>EEO Classification: Official or Manager</b>
<b>Supervisor: Chief Development and Marketing Officer</b>	Status: Full Time

**Summary:** The role of the Sr. Director of Corporate Philanthropy is to develop, coordinate, implement and direct the activities of the workplace campaign. This role is responsible for oversight of the corporate philanthropy team and leading the team towards the implementation of aggressive goals designed to provide the necessary financial resources to achieve organizational needs and fundraising growth.

### General Expectations:

All employees are expected to adhere to the following:

- Perform quality work within deadlines without direct supervision
- Interact professionally with all donors, board members, volunteers, vendors.
- Work effectively as a team member on all assignments
- Adhere to company policies
- Ability to report to work with a professional appearance adhering to company dress code standards
- Must have reliable transportation

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Oversees the corporate philanthropy team in workplace campaign efforts
- Leads support to the corporate philanthropy team to identify opportunities and develop appropriate responses with workplace accounts
- Manage a set of top workplace campaign accounts in a timely manner. Consists of scheduling presentations with workplace coordinators, managing a calendar of events for each workplace and develop a communication and stewardship plan for each account
- Manages stewardship and cultivation plan and ensures processes are followed to accurately identify, cultivate, steward, thank and recognize donors
- Leads monthly campaign meetings with Resource Development Upper Cabinet. Communicates with cabinet and team members on issues with accounts and requests volunteer engagement as needed
- Serve as a Cabinet member for workplace campaign efforts
- Ensures the affairs of the workplace campaign are met: include budgeting, strategic planning, staff management and leadership to meet annual and long-term financial goals
- Oversees the Ambassador/Internship Program and key volunteers (including but not limited to Resource Development Chair, and all workplace campaign account leads)

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- Facilitate timely communication and accurate reporting externally and internal with staff, management and volunteers on all aspects of the campaign and collaborating with the Marketing Department as needed
- Establish procedures and methodologies to ensure staff meet established campaign goals and attain new business growth
- Serve as lead champion for all resource development workplace accounts and intentionally participate in targeted tri-county events and engagement opportunities
- Implement fundraising best practices to maximize revenue and develop partnership opportunities throughout the local business community
- Provide leadership to others through example and sharing of knowledge/skill
- Participate in various internal and external committees and professional organizations
- Perform other duties as assigned

## **Supervisory Responsibilities:**

- Directly supervises Resource Development Managers and Ambassador Program. Performs supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees, planning, tracking goal attainment, assigning and directing work; appraising performance of employees; addressing complaints and resolving problems.

## **Qualifications/Requirements:**

- 5-8 years of fundraising experience
- High level of proficiency at Excel (multiple sheets and formulas).
- Strong writing and public speaking skills
- Ability to read and analyze reports
- Strong computer skills: Ability to learn ANDAR (CRM), PowerPoint, Word, & Outlook
- Available to attend early morning, evening, and/or weekend meetings on a periodic basis, and should be able to travel independently throughout assigned area
- Possess exceptional organizational and interpersonal skills
- Demonstrate leadership ability in carrying out assignments and handle confidential matters
- Ability to work under tight deadlines, and both independently and as part of a larger team
- Ability to identify information sources, gather information and effectively analyze the information gathered
- Developed networking and donor relationship management skills
- Ability to positively represent the organization at professional and social events
- Strong verbal and telephone skills
- Ability to read, analyze and interpret technical, financial and legal documents
- Ability to handle a rigorous schedule of deadlines

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## **Education/Training/Experience:**

Bachelor's degree (B.A.) from four-year college or university; and five to seven years related fundraising and sales experience and/or training; or equivalent combination of education and experience.

## **Physical Demands:**

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

## **Travel Demands:**

Must have reliable transportation and ability to travel to worksites and community-based meetings and events.

## **Disaster Response:**

Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Emergency Support Function (ESF 15) is activated after they have assessed the welfare of their families and the safety of their own surroundings. It is expected that all employees will work in their disaster response roles as assigned, which could include areas outside of the UWCF tri-county area.