

United Way of Central Florida Job Description

Position Title: Sr. Director, Individual Philanthropy

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| Department: Resource Development | FLSA Classification: Exempt / Salary |
| Location: Polk | EEO Classification: Official or Manager |
| Supervisor: Chief Development and Marketing Officer | Status: Full Time |

Summary: The role of the Sr. Director, Individual Philanthropy is to develop, coordinate, implement and direct the activities of United Way of Central Florida's Individual Giving portfolio. This role is responsible for identifying and implementing innovative strategies that will promote the stewardship of relationships and campaign growth within the Leadership Giving Association and Affinity Groups, including Friends, Benefactors, Democratie, and Tocqueville Society members throughout Polk, Highlands, and Hardee counties.

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.

- Lead and manage the affairs of the Leadership Giving Association to include budgeting, strategic planning, staff management and leadership
- Manage and direct Leadership Giving Staff
- Cultivate relationships with current and prospective donors to maximize donor potential
- Execute all major gift initiatives, including relationship management, recruitment and governance for various Leadership Giving Association societies and affinity groups specifically the and Alexis de Tocqueville Society
- Plan, develop and coordinate United Way campaigns for Leadership donors and key accounts assigned as needed
- Play a key role in coordination of stewardship events and affinity groups
- Supervises and supports staff leading affinity committees: Women United, Young Leaders Society
- Work with corporate philanthropy team to prospect accounts and likeliness to give
- Recruit, conduct training and manage Leadership Giving volunteers
- Develop and implement year-long Leadership Giving plan and engagement calendar
- Update and maintain the database system with Leadership member information and all affinity group members

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- Utilize social media outlets, community events, and local avenues to develop connections with various constituents as identified in the Strategic Plan
- Participate in various internal and external committees or professional organizations
- Provide clear and effective communication in one-on-one and group settings while adapting to ever changing environments
- Must follow all organizations policies, practices, and procedures
- Participate in proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge/skill
- Perform other duties as assigned

Qualifications/Requirements:

- High level of proficiency in 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 handling confidential matters
- Ability to work both independently and as part of a larger team
- Ability to identify information sources, gather information and effectively analyze the information gathered
- Develop 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

Education/Training/Experience:

Bachelor's degree (B.A.) from four-year college or university; and five to eight years related fundraising or sales experience; 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.

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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.