



Manager, Individual Philanthropy

Why Choose United Way of Central Florida?

Imagine going home each day with the satisfaction of knowing you've made a lasting difference. At United Way of Central Florida (UWCF), our team shares a powerful passion for creating positive change in our community. We work in a dynamic and supportive environment where every day brings new opportunities to uplift others. United by our commitment to service, we work hard because we know how much our community relies on us. Alongside a vibrant, positive work culture, we offer competitive benefits and career growth opportunities. If you're looking for a meaningful career that combines personal achievement with community impact, consider joining the United Way team.

Position Overview

We're looking for an enthusiastic and skilled **Manager, Individual Philanthropy**, to support, coordinate, and implement activities within UWCF's Individual Philanthropy Team. This position, under the direction of the Sr. Director of Individual Philanthropy, is instrumental in managing volunteers, planning events, leading committee meetings, and cultivating donor relationships. The Manager will spearhead efforts within the Young Leaders Society (YLS) affinity group, support Women United, and act as UWCF's representative for Emerge, a young leader's group. By developing and stewarding relationships, the Manager will drive campaign growth and inspire philanthropy throughout Polk, Highlands, and Hardee counties.

Key Responsibilities

- Provide leadership and support for the Leadership Giving Affinity Groups, including Young Leaders Society, Women United, and Emerge, overseeing committee operations, event coordination, and volunteer engagement.
- Build and nurture relationships with donors contributing \$1,000 or less to maximize engagement and philanthropic potential.
- Strategize, plan, and execute United Way campaigns targeting Leadership donors and assigned key accounts.

- Develop and manage a comprehensive annual engagement calendar for Leadership Giving, incorporating strategic objectives and budget oversight.
 - Organize and execute stewardship events, annual appeals, and activities for affinity groups to enhance donor engagement.
 - Recruit, train, and manage Leadership Giving volunteers to achieve campaign objectives and foster a culture of giving.
 - Maintain precise and up-to-date records of donor and affinity group member information in the database.
 - Partner with the Corporate Philanthropy team to identify new donor prospects and giving opportunities.
 - Leverage social media, community events, and networking opportunities to establish and deepen constituent relationships aligned with the Strategic Plan.
 - Represent UWCF at community events, on committees, and in collaborative partnerships.
 - Deliver clear, effective communication in diverse settings, adapting to evolving needs and environments.
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What We're Looking For

- **Skills and Qualifications:**
 - Exceptional writing and public speaking skills to engage diverse audiences.
 - Proficiency in Excel, PowerPoint, Word, and Outlook; ability to learn CRM systems like ANDAR.
 - Outstanding organizational and interpersonal skills.
 - Demonstrated ability to work independently and collaboratively within a team.
 - Strong analytical skills to gather, interpret, and utilize data effectively.
 - Flexible availability, including early mornings, evenings, and occasional weekends.
- **Ideal Candidate Profile:**
 - Bachelor's degree in business, marketing, nonprofit management, or a related field.

- Two to five years of experience in fundraising, event planning, or volunteer management.
 - Proven track record in donor cultivation, volunteer leadership, or community engagement.
 - Ability to manage a rigorous schedule, including travel across the tri-county area.
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Compensation and Benefits

This role offers a starting annual salary of **\$50,000–\$55,000**, based on experience and qualifications, along with a comprehensive benefits package, including paid time off and holiday pay. This is a full-time position with opportunities for professional development and career growth.

Ready to Make an Impact?

We are seeking someone to join our team in the **January/February 2025 timeframe**. If you're a motivated and community-driven individual passionate about philanthropy, we encourage you to apply! Submit your resume to **hr@uwcf.org** and take the first step toward joining our mission-driven team.

Diversity & Inclusion at UWCF

At UWCF, we believe diversity creates a healthier atmosphere. We are an Equal Employment Opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

UWCF is a drug-free workplace. Candidates are required to pass a drug test before beginning employment.