**Position Title:** Development Manager

**Reports To:** Director of Philanthropy

**Position Status:** Full-Time, Non-Exempt, Hybrid schedule with flexible hours, some nights and weekends required.

**Salary:** $40,000 - $45,000

**Position Summary:**
The Philanthropy Manager will work closely with the fundraising team and Executive Director to meet the fundraising goals of United Way’s dynamic organization. The Development Manager is a key member of our high energy team, with a concentration on successfully leading the annual fund, donor stewardship initiatives, and affinity volunteer groups. This position will also be responsible for maintaining donor relations and securing new ones, including corporate and individual giving, effective and efficient use of resources, and donor management systems to measure and achieve set goals. They will be asked to think strategically about the overall efforts of the organization, along with performing highly detailed, and creative work daily.

**Fundraising Duties:**
- Responsible for all related corporate account fundraising duties, this includes outreach, coordination, account timelines, business development, and donor retention.
- Schedule, plan, and conduct presentations to prospective and current donors to solicit donations both in person, recorded, and live - virtual.
- Recruit, train, and manage relationships with corporate account coordinators.
- Coordinate efforts with organized labor liaison for campaign engagement and assessment with set monthly connects.
- Coordinate and assist with delivery and pick up of account materials.
- Work within donor database including assisting with account management, pledge recording, donor data upkeep, and customer service of online giving.
- Solicit for monetary, in-kind, and non-monetary donations and sponsorships to support United Way’s operations and initiatives.
- Plan and execute United Way’s annual Day of Thanks donor appreciation event, including identifying accounts to recognize, ordering awards, and planning a theme with proper approval from the Director of Philanthropy.

**Volunteer Coordination Duties:**
- Recruit, onboard, and maintain relationships with key volunteers.
- Serve as staff lead for an existing affinity group, Emerging Leaders, which will include leading monthly meetings, planning and executing a minimum of one networking event, one goods drive and one volunteer opportunity annually.
- Identify gaps in the committee, and recruit new committee and society members.
- Assist in identifying and reaching annual membership and revenue goals.
Other Responsibilities:

- Assist with Resource Development Strategic Plan efforts and follow through on its completion.
- Complete any assigned reporting from the Director of Philanthropy.
- Attend community events in Utica, Rome, and Herkimer at a minimum of two times per location a year.
- Work cross-functionally with all United Way staff to support the organization.
- Perform other duties as needed or assigned.

Qualifications - Education and Experience:

- Associates degree in Business, Public Relations, Human Services, or related field.
- Minimum one-year fundraising or sales experience required. **3+ year's fundraising or sales experience preferred.**

Knowledge, Skill, and Ability Requirement:

- Candidate must live in Oneida or Herkimer County at the time of hire.
- Public Speaking skills and comfort are required.
- Proficiency in Microsoft Office including Word, Excel, and PowerPoint. Experience with Andar, Salesforce a plus.
- Strong organization and time management skills.
- Excellent communication skills, both oral and written, internal and external.
- Ability to analyze and exercise sound judgment and problem-solving.
- Ability to maintain confidentiality.
- Ability to multi-task and balance competing priorities.
- Ability to lift up to 30 pounds.
- The position requires local travel within Oneida and Herkimer counties.
- Valid driver’s license and reliable transportation are required.
- Vehicle insurance and up-to-date registration are required.

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