

United Way of the Mohawk Valley, Inc.
Position Description

TITLE: *Director of Philanthropy*

REPORTS TO: Executive Director, CEO

Position Summary: Oversees and directs all fund development strategies for United Way of the Mohawk Valley.

Responsibilities:

Fund Development:

Provides complete fund development management and leadership by assuring diversity in revenue for growth of the mission.

- Provide coaching and supervision to the fund development staff.
- Provide oversight and leadership of the annual fundraising campaign and any special events.
- Oversee the creation, planning, and implementation of an annual fund development plan.
- Volunteer management/volunteer events execution.
- Work collaboratively with the executive leadership team and the CEO to create and implement a long-term development plan to guide growth in resource development within workplace campaign and other revenue initiatives.
- Guide and manage the fund development process including individual giving via annual giving, planned giving, major gifts, and workplace campaign.
- Cultivate relationships within all accounts, organize and manage workplace campaigns to encourage increased participation and giving within all accounts, to maximize potential and reach desired goals.
- Establish donor relationships with individuals and organizations, including prospecting with non-giving accounts, and making cold calls.
- Guide and manage the grant solicitation process.
- Facilitate board committee meetings related to fund development.
- Create and manage departmental budget.

MANAGEMENT AND ADMINISTRATION:

I. General

- Work well in a collaborative team like environment
- Ability to be proactive in revenue generating ideas.
- Perform other duties as assigned in support of United Way operations and functions.

II. Knowledge, Skills and Abilities:

- Skilled in analyzing data to determine next steps in revenue generating ideas.
- Computer skills with proficiency in Microsoft windows, Excel, Word and donor CRM systems.
- Excellent communication skills.
- Excellent interpersonal skills.

III. Qualifications:

- Bachelor's Degree in Communications, Marketing, Business or relevant field.
- Three- Five years experience in related field necessary.
- Proficiency with donor database

To apply: Please send cover letter and resume to suel@unitedwaymv.org

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