



Job Description – Director of Development & Workplace Campaign

Exempt or Non-Exempt:	Exempt
Full-time or Part-time:	Full-time
Regular or Temporary:	Regular
Salary:	80k – 90k
Bargaining or Non-Bargaining:	Non-Bargaining
Department:	Resource Development
Reports To:	Vice President of RD & Donor Relations
Minimum Days Required in Office per Week. This minimum is subject to change per department needs and at the direction of the supervisor. The requirement is expected to be higher for new employees during their first 6 months of trainings.	4

About Aloha United Way

Aloha United Way is a non-profit agency that has been serving Oahu for over 100 years. We bring resources, organizations, and people together to advance the health, education and financial stability of every person in our community.

Leading With Equity

We believe that diversity, inclusion, equity, and justice are essential for a healthy society. It is our responsibility to actively practice and promote these values and condemn all forms of discrimination in our daily work.

Aloha United Way recognizes the impacts of colonialism, structural racism, ethnic discrimination, and other forms of oppression that have had significant and disproportionate influences on generations of people in Hawai'i. We acknowledge that these inequities are the result of systems and practices that have contributed and continue to contribute to persistent disparities. Each community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

Aloha United Way funds impact-based programs to improve the socio-economic status, health outcomes, education, and overall well-being of Native Hawaiian and other historically marginalized communities, and is committed to working with community partners to co-create solutions with Native Hawaiian, Black, Indigenous, and People of Color (BIPOC) that dismantle these systemic inequities and create an equitable and just Hawai'i where everyone has access to the resources, support, opportunities and networks needed to thrive.

Equal Opportunity Employer

Aloha United Way is an equal opportunity employer and committed to building an organization that is diverse, and a work environment that is safe and inclusive for all employees. We recognize that generations of Native Hawaiians, people of color, people from working class

backgrounds, women, and LGBTQ+ people have been marginalized. Because we believe that these communities must be centered in the work we do, we strongly encourage applicants from these identities to apply. Candidates from all spectrums of race, ethnicities, national origins, ages, sexual orientations, gender identities, religions, socio-economic backgrounds, and levels of physical abilities are welcome to apply, regardless of experience and preferred qualification criteria.

About the Role

This leadership role will help to generate and grow Oahu workplace donors, developing the fundraising efforts that support Aloha United Way's mission by providing direction and guidance of the workplace campaign team (currently a team of 5). AUW runs an annual workplace giving campaign with over 1000 companies on the island of Oahu and this role is responsible for ensuring the success of that campaign giving through active coaching, analysis of data, development of strategies, and leadership of team. You will also assist in the annual creation of compelling print and digital materials while aligning technology systems. This position focuses on the development of business managers to steward relationships with campaign coordinators, volunteers, advocates, and donors in a fast paced and dynamic environment. This person must have existing relationships with business and community leaders on Oahu and a strong network in our local professional community.

Essential Duties and Responsibilities

- Leadership of Workplace Campaign Team & Team Management – in support of and at the direction of the Vice President of Resource Development & Donor Relations. (Approximately 30% of time)
 - Manages and assists workplace campaign team.
 - Development of staff to steward a goal driven and positive team culture.
 - Help to develop, motivate, and manage volunteers to accomplish required work.
 - Evaluate performances semi-annual.
 - Knowledge of industry activities and trends
- Create and oversee implementation of strategies to increase giving and reach or exceed annual campaign goal (approximately 15% of time)
 - Market and Top Account segmented strategies
 - Oversee & create process to recruit new business.
 - Identify barriers to giving and reasons for churn.
 - Create engagement plans for companies.
 - Oversee projections of campaign results.
- Build & Align Technology and Operations (approximately 15% of time)
 - Ensuring transition to IGNITE digital giving platform and StratusLIVE CRM (Customer Relationship Management)
 - Work with campaign operations manager to ensure CRM SOPs are current and data entry is up to date
 - Collaborate with other departments and department heads for operational effectiveness.
- Manage personal workplace accounts, CFC, and direct mail solicitation campaigns (15% of time)
- In partnership with Vice President- determine key metrics, accountability, and reporting mechanisms aligned with performance and growth objectives (approximately 15% of time)

- Manage relationships with key constituents at workplace accounts (approximately 10% of time)
 - Develop individual relationships with corporate and community leaders.
 - Meet at risk & high-level accounts, manage relationships.
 - Motivate and provide leadership to Community Executives and corporate leadership.
 - Manage relationships with other UW's – out of area and workplace campaigns.
- Participate in Aloha United Way events such as: community celebrations, and teambuilding activities.
- Ability to have and maintain strong and established relationships in the local Hawaii community.
- Performs other duties as assigned.

Preferred Qualifications

Skills/Knowledge

- Proven experience in personal relationship building, socializing professionally in both intimate settings and at larger social events.
- Ability to demonstrate extraordinary listening, communication, and presentation skills virtually and in person.
- Ability to demonstrate negotiation techniques.
- Ability to deal with sensitive information and honor confidentiality.
- Ability to close deals.
- Ability to establish and maintain effective working relationships with a variety of constituents.
- Ability to remain consistent, calm, and fair under pressure.
- Ability to work effectively as a member of a team.
- Ability to work extended hours as required by job demands.
- Must be able to provide own transportation to meetings at various locations throughout Oahu.
- Comfort and proficiency with presentation skills both one-on-one and publicly.
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook). Ability to complete basic math as well as review and interpret reports and graphs.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Education/Experience

- An undergraduate degree is required, preferably in Business, Marketing, or Communication. Master's degree preferred.
- 10 years' experience in fundraising, sales, marketing, and/or public relations/customer services.
- 5-plus years of experience in fundraising and resource development in a non-profit environment.
- 5-plus years of experience in a supervisory role.

Other Requirements

- Staff members who drive a vehicle on Aloha United Way business must provide proof of a valid driver's license, a clean driving record from the last 7 years, and current automobile insurance.

Required Qualifications

- Must be authorized to work in the United States
- Must have a car to drive for the job and have drivers insurance (Only for Resource Development positions)
- Must be able to pass a background and drug test
- Must be located in Hawaii or have pre-existing plans to be in Hawaii

What We Offer

A collaborative environment where each member is dedicated to supporting a community focused non-profit agency. Your continuous learning and growth are encouraged and your successes and contributions are celebrated in a supportive but fast-paced and outcome-oriented team environment.

How to Apply

Please submit a cover letter and resume for consideration to jgreen@auw.org
All submissions will be reviewed and only qualified candidates will be contacted.
No phone calls please.

Benefits and Compensation

- Full 100% Medical Coverage
- 85% Medical Coverage for Dependents
- Medical Coverage includes:
 - Dental
 - Vision
 - Massage
 - Chiropractic
 - Acupuncture
- 401k and ROTH Plans with up to 4% Company Match
- 15 Paid Vacation Days
- 15 Paid Sick Time Days
- 14 Paid Company Holidays
- Monthly Paid Volunteer Hours
- Life Insurance
- Short and Long-term Disability Insurance
- Long-term Care Insurance
- Identity Theft Protection Insurance
- Ergonomics Reimbursement
- Employee Assistance Program
- Access to Remote Learning, Development, and Training Certifications
- Employee Discounts and Perks

****Benefits are subject to a waiting period.