

ALOHA UNITED WAY

JOB DESCRIPTION

POSITION TITLE: Manager, Major Gifts

DATE: March 2019

PRIMARY PURPOSE: This position reports to the Vice President of Fundraising & Major Gifts. Primary responsibility includes managing the overall success of the Major Gifts Campaign. Works closely with VP to recommend and execute creative strategies to assure sustained growth and development of Aloha United Way's donor base - Tocqueville Society, Affinity Groups (i.e. Women United), Leadership and Legacy Givers and through the solicitation of personal gifts, fundraising events and sponsorship sales.

ESSENTIAL DUTIES/FUNCTIONS:

Functional Responsibilities:

- Assists the VP of Fundraising and Major Gifts and campaign team to develop fundraising strategies and tools, set goals, develop timetables and work plans for a successful major gifts campaign.
 - Tocqueville Society: Plans, organizes, provides direct support and management of Tocqueville Society members and activities including projects, special initiatives and special event fundraisers. Provides timely and excellent one-on-one donor-centric or customer service to Tocqueville Society members to ensure their satisfaction with the donation/designation process.
 - Affinity Groups: Responsible for the membership and revenue growth of the Affinity Groups to include the Women United and other opportunities through solicitation of personal gifts, fundraising events and sponsorship sales.
 - Leadership Givers: Assists with creating, implementing and monitoring a leadership giving program that recognizes leadership givers, motivates them to increase their giving and provides additional contact outside the annual campaign.
 - Legacy Givers: Assists with creating, implementing and monitoring of a sustainable Legacy Giving Program.
- Creates a recruitment & retention plan for Tocqueville Society and affinity groups and works in conjunction with the marketing director to provide materials, event logistics and media relations.
- Develops and maintains databases and financial tracking systems for Tocqueville Society and affinity groups. Monitors and manages reports of Tocqueville pledges and special events submitting internal reports as required on a timely basis.
- Assists in all Aloha United Way initiatives, projects and events as needed and serves on various committees as requested.

OTHER DUTIES/FUNCTIONS:

- During campaign season and as needed, assists with campaign functions.
- Attend Campaign meetings and special events
- Perform other duties as assigned.

JOB CONDITIONS:

Working Conditions: Indoors in air conditioned office. Must be able to work a flexible schedule, in a fast paced environment and will have frequent contact with volunteers, agency staff, AUW staff, community leaders, business organizations, CEOs and the general public.

Equipment use: Frequent use of a desktop personal computer with printer, automated phone system with phone messaging and usual office supplies. Occasional use of copy machine, FAX machine, 10 key calculator and file cabinets.

Days/Work Hours: Monday - Friday 8:00 a.m. - 5:00 p.m. This is an exempt position and requires additional hours beyond office hours, including weekends and evenings on an as-needed basis.

Mental Demands: Frequent public speaking required. Occasional requirement for mathematical ability. Must provide exceptional customer service to donors as well as a focus on attention to detail, concentration, alertness, judgment, discretion and analytical skills.

Physical Demands: Frequent or continuous sitting. Frequent inputting and retrieving information via computer and reports. Frequent to occasional handling of files, equipment and tools. Must be able to visually check for completion and accuracy, and to retrieve and transmit information. Able to reach, stoop, handle and lift up to 25-30 pounds when accessing materials from storage and transporting.

Communication Demands: Frequent public speaking requirement. Frequent to continuous retrieving, clarifying, initiating, disseminating, instructing, confirming and verifying information; guiding, directing and training staff, volunteers and agencies. Facilitates meetings and other discussions. Frequent creation or editing of correspondence, reports, policies.

QUALIFICATION REQUIREMENTS:

Education, Skills & Experience:

- Graduation from an accredited college or university with a major in business administration, communications, or related field.
- Minimum of three (3) years of increasingly responsible experience in fund development soliciting major gifts or nonprofit related experience, including at least one (1) year in communications or marketing or equivalent combination of education and experience.
- Experience working with volunteers and knowledge of nonprofit operations preferred.
- Must have experience as an advance user of excel and knowledge in ANDAR (or fundraising software) preferred.
- Excellent skills in relationship management, team building, problem-solving, public speaking and executive presentation. Excellent written and verbal communication skills. Ability to interface with high level donors, volunteers, CEOs and senior management. Able to work independently, takes initiative and be self-motivated.

Other Requirements: A valid driver's license and vehicle are required.

TO APPLY:

Email cover letter and resume to Brandon Church, HR Director. bchurch@auw.org