



***Our Mission: To improve lives by uniting the caring power of our community.***

## **Career Opportunity**

### **Corporate Engagement Manager**

Posting Date: March 12, 2019

Application Deadline: April 8, 2018

To apply, please send a cover letter and resume to: [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org).

For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org).

### **Position Summary**

The Corporate Engagement Manager supports and advances United Way of Central Iowa's mission of improving lives by identifying, developing and maintaining high quality relationships with individuals and organizations to attract and sustain resources to support UWCI's community impact agenda. This position maximizes fundraising growth through the annual campaign with concerted, collaborative efforts among assigned areas and accounts via self-initiative, volunteer engagement and other Donor Engagement team members as applicable. This is a great opportunity for an individual to actively engage in the community with both large and small businesses to reach revenue goals, to engage the community in United Way's work, and to create a consistent, positive experience for donors and organizations at every touch point.

The ideal candidate will have a dynamic and high energy approach to achieve results and a keen interest in the organization's mission and success in community impact in the areas of education, income and health. A diligent and exceptional customer service enthusiast will be successful in this role who highly values the importance of team work and collaboration. A minimum of three to five years' experience in sales or fundraising is required with strong relationship skills that generate motivation in others to advance the organization's mission. This position reports to the Corporate Engagement Officer in our Donor Engagement Department.

### **Why Choose UWCI?**

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- On-site cafeteria
- Free, newly remodeled on-site fitness center
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives
- Convenient central Des Moines location with free parking
- Paid volunteer time off
- Participating in cross-functional teams and organization-wide initiatives and projects
- Tuition Assistance

- Generous paid vacation plan, holidays, a personal holiday and sick time

### Position Accountabilities Include:

- Develops and grows meaningful year-round relationships with key company leaders, company influencers, and other individuals within assigned areas of responsibility for the annual workplace campaign.
- Integrates and implements annual campaign revenue goals and strategies into work plans, projects and initiatives.
- Utilizes the CRM database and applications to monitor campaign progress and account information to create related and useful data and reports. Closely manages assigned campaign accounts by tracking, updating, analyzing, and evaluating data.
- Assists company coordinators/CEO's in planning and executing employee campaigns using effective customer service skills.
- Works closely with other Corporate Engagement Managers and the Donor Engagement team as necessary.
- Supervises the activities of assigned Loaned Executives during the annual fall campaign by mentoring, guiding, motivating, monitoring and acknowledging progress on work assigned.
- Maintains knowledge about UWCI organizational mission, goals, Community Impact strategies and community needs to effectively integrate and communicate the UWCI message to external parties.
- Collaborates with applicable internal teams and staff (Strategic Communications, Pledge Processing, Community Impact) to ensure successful execution of the annual campaign strategy and goals.

### Competencies:

- **Relationship Building** – Ability to establish and maintain a good rapport and cooperative relationship with customers and coworkers of diverse backgrounds and experiences.
- **Customer Oriented** – Desire to serve clients by focusing on meeting their needs, understanding their concerns and seeking to build trust.
- **Project Management** – Ability to plan, organize and execute a variety work tasks to meet a specific goal using effective time management skills.
- **Presentation Skills** – Ability to effectively present information in front of a group.
- **Communication, Oral** – Ability to send verbal messages, and listens to others responses in order to convey information.
- **Communication** – Written – Ability to write concise, clear letters, reports, articles, or emails including proofing and editing.
- **Creative** – Ability to think in new ways that produce something new or lead to novel ideas.
- **Problem solving** – Ability to recognize courses of action that can be taken to handle problems, and apply contingency plans to solve those problems.
- **Self-motivated** – Ability to reach a goal or perform a task with little supervision or direction, often with short notice and quick deadlines.
- **Analytical Skills** – Ability to interpret data into meaningful conclusions to use for strategies and work planning.

### Education:

- Bachelor's degree

### Experience/Other Requirements:

- Three to five years of experience in sales or fundraising. Nonprofit experience and knowledge desired.
- Technically savvy with strong computer skills including experience in Microsoft Excel and database navigation.
- Ability to motivate, direct and support the work of professional volunteers.
- Valid driver's license and own transportation.

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state or local fair employment practice.

