

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

Career Opportunity

Director, Women United

Posting Date: April 30, 2019

Deadline: May 12, 2019

To apply, please send a cover letter and resume to: careers@unitedwaydm.org.

For more organizational information, please visit www.unitedwaydm.org.

Position Summary:

United Way of Central Iowa (UWCI) is seeking a Director of Women United to support and advance United Way's mission of improving lives by identifying, developing and maintaining high quality relationships with individuals and organizations to attract and sustain resources to support United Way of Central Iowa's Community Impact agenda. The Women United affinity group focuses on engaging philanthropists by aligning giving, advocacy and volunteerism to ensure children ages 0 to 8 succeed in life and school. This position integrates relationship building, fundraising and volunteer engagement strategies that create a consistent, positive experience for donors at every touch point. This position is also responsible for conducting annual campaigns in assigned corporate account(s). The Women United Director reports directly to the Chief Donor Engagement Officer. In addition to the qualifications provided in this posting, the successful candidate will have a passion for the organization's mission, be a team player and value the importance of building and maintaining positive relationships.

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
- Diversity and inclusion initiatives
- 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

Essential Accountabilities Include (but not limited to):

- Supports United Way of Central Iowa's (UWCI) community impact agenda by developing and implementing creative, customized growth strategies to attract and sustain financial resources for Women United (WU) that consistently keep or exceed pace with general campaign growth.
- Advances donor engagement strategies by customizing a year-round action plan for building relationships with current and prospective WU members to ensure that UWCI is positioned as the ideal partner for making a measurable difference in the community; including creating and executing a defined schedule of events that supports donor and prospects' interests.
- Strives to set and meet financial goals of WU in total dollars and number of members.
- Identifies prospective WU members both inside and outside traditional campaign settings and market segments by working closely with UWCI Corporate Engagement staff and company executives.
- Recruits and manages leadership WU volunteers for the following committees: Advisory, Advocacy, Fundraising/Campaign, and Special Events/Engagement. Support all volunteer needs to ensure a positive and engaging experience.
- As assigned, manages corporate relationships through year-round engagement with key leaders and company influencers, assisting contacts in planning and executing the annual employee campaign and managing accounts through tracking, updating, analyzing and evaluating data.
- Collaborates with UWCI marketing staff to develop and implement a comprehensive communications plan that strengthens prospective and current donors' understanding of and connection with UWCI.
- Collaborates with community impact staff to understand and effectively articulate the case for supporting UWCI quality early learning efforts.
- Tracks donor contributions and acknowledgments to ensure accurate, timely and appropriate donor information and communications.
- Serves as liaison with other UWCI departments, WU programs statewide, and United Way Worldwide Women United, as appropriate.
- Aligns behavior and work based on the UWCI Code of Ethics and Organizational Values.

Required Competencies:

- **Relationship Building** – Ability to establish and maintain a good rapport and cooperative relationship with donors, volunteers and coworkers. Demonstrated success in executive relationship management.
- **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, staff, direct and control work tasks to meet a specific goal.
- **Goal Oriented** – Strong desire to achieve financial goals.
- **Presentation Skills** – Ability to effectively present information in front of a group.
- **Communication, Oral** – Ability to send verbal messages, and listens to other's 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.
- **Analytical Skills** – Ability to develop information and raw material into meaningful conclusions.

Education:

- Bachelor's Degree

Experience:

- . Five years of progressive experience in fundraising, sales, marketing, or public relations geared toward revenue development or three years' experience in non-profit donor relations and research, preferably in major gifts.
- Demonstrated success in meeting goals, preferably in fundraising or sales.
- Computer literate with competencies in Word, Excel, and data base management.
- Volunteer management or engagement strongly preferred,

Other Requirements:

- Driver's license and ability to drive own vehicle for regular local travel between buildings in the Central Iowa area. Overnight and air travel occurs potentially twice year with stays of two to three days.

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 practices.