



A COLLABORATIVE  
APPROACH OF



United Way  
of Snohomish County

## Job Opportunity

<b>Position Title:</b>	Individual Giving Manager
<b>Position Type:</b>	Full Time/Regular Position
<b>Apply:</b>	Submit a resume and cover letter by March 18 for first consideration, open until filled. Use <a href="#">this link</a> to apply online
<b>Hiring Range:</b>	\$45K – \$55K DOE + benefits, including health, dental, vision, retirement, paid leave, and more.
<b>Reports To:</b>	Director, Philanthropy & Business Development

### Our CORE Work

Our work is called CORE: Creating Open Roads to Equity. It's bold, innovative, and is already changing the way local nonprofits, public partners, and private businesses work to help families in our community. CORE moves whole families out of the traps of poverty through a collaborative and 2-Generational approach serving both children and the adults in their lives, together.

### Job Summary

We are recruiting for a Individual Giving Manager to be responsible for cultivating, developing, and overseeing relationships with existing donors and new prospects, focusing on securing gifts of \$1,000+ from individuals in support of United Way of Snohomish County's strategic objectives.

This is a unique opportunity for an experienced donor relationship manager to take their resource development (RD) experience to the next level while working and learning closely with a RD team to include the Director and CEO.

This position will be assigned a portfolio of prospects and have dual functions:

- Work with the Director of Philanthropy and Business Development, the Investment and Impact Team, other Resource Development staff members, and volunteers to identify, cultivate, and solicit major gifts in support of United Way's priorities.
- Work to qualify, cultivate, and solicit prospective donors and build through research our donor pipeline. This portion of the position will focus on a significant volume of cold-calls and proactive outreach to secure face-to-face qualification visits, and ultimately solicit individual prospects for major gifts, or recommend prospects to other members of the team for solicitation at other appropriate gift levels.

We welcome applications from candidates who:

- Demonstrate a commitment to improving outcomes for young children and/or families with low-income.
- Are willing to grow in personal and professional learnings of social and racial justice.
- Demonstrate the skills, abilities, and experience needed for this role regardless of education and compensation history.
- Are inspired by our values of integrity, collaboration, innovation, equity, and outcome-oriented.

## **Key Responsibilities**

### **Fundraising**

- Identify, cultivate, solicit, and steward major gift prospects. Provide strategic leadership to United Way staff and others in designing and implementing Resource Development programs needed to sustain major gift support.
- Manage a large portfolio of prospects with the potential of raising major gifts. Solicit and close gifts at all levels, beginning at \$1,000+.
- Prepare written proposals, informational, and other materials needed to secure major gifts.
- In consultation with the Director of Philanthropy and Business Development, annually establish personal goals, objectives, and strategies for major gift fundraising, and regularly assess progress toward goals.

### **Discovery**

- Proactively reach out to qualify leads through cold calls and emails, making 15 substantial contacts per week and an average of 1-2 visits per week. Solicit individual prospective donors, when appropriate, and qualify major gift prospects to proactively cultivate for additional future gifts.
- Lead and create, in collaboration with Engagement staff and volunteers, strategic “discovery” activities including, but not limited to, targeted events for prospective donors. Activities for the portfolio will allow for prospect qualification and follow-up solicitation.
- Serve as a qualification officer for new leads for major gift prospects (10,000+) and planned gifts from research, prospect tracking tools, and donor database. Work in partnership with Director of Philanthropy and Business Development to build relationships to close major gifts.
- Work with the Director of Philanthropy and Business Development to develop techniques to start cold relationships and move them through the donor continuum to a gift conversation.
- Professionally and clearly articulate United Way’s vision and funding priorities verbally and in writing to prospects and donors.
- Responsible for prospect/donor call coordination and briefing materials associated with activities for potential major donors.
- Responsible for core fundraising metrics including early prospect outreach (cold calling), face-to-face visits, identification of new prospects, growth in cumulative giving, dollars raised, and donors secured.
- Track and report fundraising metrics to supervisor.
- Ensure proper stewardship and recognition of donors in portfolio.
- Experience with Salesforce (or equivalent donor database) preferred.

### **Attributes of a Successful Candidate**

- 3-5 years’ related experience and demonstrated success in donor identification, cultivation, and stewardship.

- Documented success in personally implementing sophisticated, multi-year cultivation strategies that use a relationship-building and moves management approach leading to successful gift closure.
- Ability to initiate and build relationships with prospective individual donors and interact via telephone and in-person.
- Ability to work both independently and collaboratively, with a talent for building strong and productive relationships across constituencies.
- Demonstrated success in organizing work, meeting strict deadlines, and setting priorities.
- Self-motivation and discipline to regularly set and exceed work goals.
- Excellent organizational, interpersonal, and networking skills with individuals and large groups.
- Ability to communicate United Way's priorities to an external audience.
- Demonstrated analytical and strategic thinking capabilities.
- Demonstrated experience using influence and motivational skills; with and without authority.
- Creative, professional, and entrepreneurial spirit.
- Ability to multi-task and work in a high project-volume environment.
- Ability to maintain highly sensitive and confidential donor information.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to travel when necessary to engage and solicit prospects.
- Working knowledge of Microsoft Office Suite and comfortable working in donor/prospect computer data base systems.
- Current, valid driver's license; use of a private vehicle; and valid automobile insurance.
- Travel often to offsite meetings within and outside of Snohomish County.

### **Benefits**

We offer a comprehensive benefit package: medical, dental, life, LTD, a flexible spending account (FSA) for health and dependent care expenses, health savings account (HSA), a generous 403(b) plan with both base and employer matching contributions, generous leave and holiday pay, 37.5-hour work week, flexible work schedule, free parking and more. If you live in Snohomish County, no need to drive in traffic to Seattle or Bellevue. If you live in north King County enjoy a reverse commute. We are located one block from Everett Transit & Train Station.

### **Apply**

For first consideration, please submit a resume and cover letter by March 18. Use [this link](#) to apply online. This position will remain open until filled.

### **Additional Information**

For a complete job description and more information about our CORE work go to [www.uwsc.org](http://www.uwsc.org).