

**Job Title:** Corporate Partnerships Manager

**Reports to:** Senior Director, Fund Development

**Status:** Full-Time

**Date:** October 15, 2021

### **Role Summary**

The Corporate Partnerships Manager raises support for and advances United Way of Southern Nevada's (UWSN) mission of improving lives by identifying, creating, growing, and sustaining relationships that lead to the cultivation of individual donors, employee workplace giving campaigns, and employee engagement.

Will work in partnership with individuals, volunteers, and workplaces to develop and implement strategic plans which contribute to the achievement of UWSN's fundraising goals.

This outward-facing, results-oriented role requires the candidate to be high-energy, have a high level of attention to detail, and be genuinely comfortable and competent in relationship development, identification, and solicitation of donations.

### **Key Accountabilities**

- • Maintains a portfolio of existing and prospective individual donors and workplace campaigns by providing quality customer service through consultative and proactive communication.
- • With the Senior Director of Fund Development, develops a strategy for each assigned account and establishes measurable goals and objectives to meet these targets.
- • Manages and monitors the progress and results of his/her assigned book of business by building strong, mutually beneficial relationships.
- • Accurately forecasts, monitors, and prepares progress reports on all accounts at the assigned interval.
- • Makes outbound telephone calls, sends emails and written correspondence, and presents in-person to prospective and existing donors using scripts, collateral materials, and other support tools.
- • Follows up on donations with gratitude communications.
- • Responds to email and telephone inquiries, or problems by researching, compiling information, and answering requests.
- • Responsible for achieving daily, weekly, and monthly contact completion targets.
- • Tracks all efforts and activities in the CRM database system, maintaining accurate and detailed donor records.
- • Engages the internal UWSN team to ensure a positive experience for all donors.
- • As needed, collaborates with the marketing team to create communication materials, pledge forms, tools, and events for the cultivation and recognition of existing and prospective donors.
- • Assists the Fund Development team with additional responsibilities as assigned and as needed.

### **Professional Competencies**

- • **Mission-Focused**
- – Strives vigorously to accomplish shared goals
- – Exhibits UWSN's core values in their daily work: Accountability, Collaboration, Integrity, Innovation and Diversity

- • Collaborator
- – Seeks and shares knowledge
- – Takes a collaborative approach to address issues
- – Focuses on shared goals
  
- • Brand Steward
- – Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal)
- – Internalizes the meaning and commitment of UWSN and consistently acts according to its value and purpose
- – Is accountable and transparent with all stakeholders

**Education, Skills, Experience and Training Requirements**

- • A minimum of one to three years of sales, account management, outbound telemarketing and/or fundraising experience; Bachelor’s Degree or an equivalent combination of education and experience.
- • Effective oral and written communication skills – including public speaking – with the ability to relate to diverse groups of individuals or organizations in an effective manner.
- • Ability to think strategically and execute on a plan.
- • Ability to take the initiative and be creative in thinking and derive solutions.
- • High-energy individual who exhibits a positive outlook who can manage ambiguity and change.
- • Adheres to donor confidentiality standards and ethics.
- • Manages expectations of internal team members effectively and exhibits a strong desire and aptitude to be part of a team environment.
- • Commitment to the excellence of the mission of UWSN.

**Technical Knowledge and Equipment**

- • Proficient computer skills including ability to type a minimum of 45 WPM, and has a comfortable working knowledge of Microsoft Word, Excel, and PowerPoint. Familiar with CRM systems.
- • The incumbent in this position may operate any/all of the following equipment: telephone, cell phone, fax machine, computer, printer and related equipment, copy machine, audio-visual equipment, calculator.
- • Must have a vehicle, valid driver’s license, and automobile insurance.

**Diversity, Equity, & Inclusion** We take the broadest possible view of diversity. **We value** the visible and invisible qualities that make you who you are. **We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. **We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. **We strive** to include diversity, equity, and inclusion practices at the center of our daily work. **We commit** to using these practices for our business and our communities. Join us in embracing diversity, equity, and inclusion for every person in every community. LIVE UNITED

Diverse candidate encouraged to apply.