



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Manager, Major Gifts	Reporting To: Director, Major Gifts
Department: Major Gifts	Exempt OR Non Exempt: Exempt

The Manager, Major Gifts is a full-time development professional who expands, coordinates, and stewards major donors within their assigned portfolio. Requires demonstrated donor-centric fundraising and stewardship skills, high integrity, innovation, passion for helping people in need and promoting community philanthropy. Bachelor’s degree, 3-5 years of fundraising experience, and experience managing a major donor portfolio required.

PURPOSE OF POSITION:

This member of the Major Gifts team will work with staff leadership and members of the board of directors and other volunteers to execute a well-coordinated major gifts program, achieving annual revenue, engagement, and stewardship goals within assigned portfolio.

Core Competencies:

- Donor Centric Thinking
- Ability to Partner with Key Influencers
- Self-Motivated
- Excellent Presentation Skills
- Communicating and Influencing
- Business Knowledge/Savvy
- Partnering and Teamwork
- Personal Excellence
- Visioning and Strategic Thinking
- Strong Relationship Builder
- Leading and Motivating
- Problem Solving and Decision Making

Key Responsibilities

Donor Relationship Management

1. Cultivate, manage and grow new and existing Tocqueville Society Donors (\$10,000+ individuals) within all corporate campaigns.
2. Analyze annual campaign performance data to identify potential growth opportunities and areas of concern.
3. Facilitate senior staff’s interaction with major donors and key prospects for effective cultivation and stewardship.
4. Implement a comprehensive year-round engaged plan to keep supporters informed and engaged.
5. Have visibility in the community and with partners (donors, volunteers) representing OCUW at a wide range of community events. Events will take place early morning, nights and occasionally on weekends.
6. Establish effective and efficient processes that align department priorities with greater organization goals, strategy, and mission.

Key Responsibilities

Corporate Giving

1. Serve as the year-round point of contact and strategic consultant for community engagement for assigned book of business of donors and relationships. Provide the “ideal experience” for the active major donor by promptly handling inquiries, valuing donor gifts and regularly



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communicating about Orange County United Way investments and the community impact those investments are making.

2. Formulate goals and strategies focused on growing investments in OCUW’s Community Impact Agenda in cooperation with donors and volunteers.
3. Design, present and execute specific development action plans to ensure cultivation of relationships and to drive revenue growth, through corporate campaigns and partners.
4. Through ongoing education, have the ability to articulate to donors in the community at large, Orange County United Way’s community impact model, focus area activities and results. Participate in internal and external committees/experiences to stay current.
5. Manage the industry specific engagement opportunities through organizing panel discussions, working with committee leadership to identify prospects, etcetera.

SUPERVISION AND WORKING RELATIONSHIPS

- Responsible for stewarding and expanding individual donor relationships under the direction of the Director, Major Gifts.
- Work cross-functionally with all departments to drive and generate revenue, analyze prospective individual donors and recommend solicitation strategies.
- Collaborate with the Corporate Engagement team to integrate new affinity group donors and steward relationships.

EDUCATION AND TRAINING REQUIRED FOR THIS POSITION

Bachelor’s Degree, 3-5 years of fundraising experience, and experience managing a major donor portfolio preferred.

TECHNICAL KNOWLEDGE

Advanced computer skills with emphasis on Microsoft office 2010 (Outlook, PowerPoint, Excel, Word) to support report development and goal tracking.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Manager, Major Gifts. The employee is required to actively listen and communicate. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Ability to lift and carry 25 pounds.

Work Environment:

These work environment characteristics are representative of the environment the Manager, Major Gifts will encounter. Participation in early morning and evening meetings and events will be required. The noise



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level in the work environment is usually quiet to moderate.

Benefits:

- Hybrid Work Model: Currently all staff have the option to work from home or come into the office with no set return to office date. Moving forward we will have a hybrid work model environment.
- Paid Time Off: Employees start with 15 days of paid time off and 10 paid holidays.
- Health/Vision/Dental: We offer a variety of insurance plans. Orange County United Way pays 100% of the employee premium under certain health plans. Dental/Vision plans are available for as low as \$27.50 per month.
- Competitive salary commensurate with experience.