



ORANGE COUNTY UNITED WAY
JOB DESCRIPTION

Job Title: Manager, Development	Reporting To: VP, Development
Department: Development	Exempt OR Non Exempt: Exempt

The Manager, Development is a full-time development professional who expands, coordinates, and stewards major giving (\$10,000+), annual leadership (\$1,000+) and affinity groups. Requires demonstrated donor-centric fundraising and stewardship skills, high integrity, innovation, passion for helping people in need and promoting community philanthropy. Bachelor's degree and 3-5 years fundraising and/or business development experience required.

PURPOSE OF POSITION:

This member of the Development team will work with staff leadership, members of the corporate engagement team and other volunteers to develop and executive a well-coordinated major giving program. The goals are meeting and exceeding annual revenue, engagement, and stewardship goals.

Core Competencies:

- Self-Motivated
- Ability to Multi-Task Effectively
- Donor-Centric/Customer Service Minded
- Ability to Partner with Key Influencers
- Adept at Problem Solving
- Communicating and Influencing
- Business Knowledge/Savvy
- Partnering and Teamwork
- Visioning and Strategic Thinking
- Talent Development and Management
- Leading and Motivating
- Problem Solving and Decision Making

Key Responsibilities:

1. Women United Liaison

1. Lead our Women United affinity group alongside the donor volunteer leadership council.
2. Actively ask, steward and interact with all Women United (Leadership level \$1,000+ and Tocqueville Society \$10,000+) donors & prospects to build rapport & trust.
3. Ensure proper recognition and thanking of Women United donors that are existing and prospective Tocqueville Society members
4. Serve as the Development team representative on the WPF Breakfast Committee
5. Work with the events development coordinator to execute high-caliber donor-centric events.

2. Donor Development & Management

1. Cultivate and manage a portfolio of existing and prospective Tocqueville Society and Leadership donors.
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 engagement plan to keep supporters informed and engaged.
5. Have visibility and speaking in the community and with partners (donors, volunteers) representing Orange County United Way at a wide range of community and company events. Events can take place early morning, nights and weekends.
6. Establish effective and efficient processes that align department priorities with greater organization goals, strategy, and mission.



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7. For Community Tocqueville Society donors build a personal relationship with them to understand and identify their needs and opportunities to collaborate and network to bring in more resources.
8. For Workplace Tocqueville Society donors work with the Corporate Engagement team to ensure that a holistic approach is taken to each company for opportunities to recognize and steward existing Tocqueville Society members AND to prospect new Workplace Tocqueville Society donors and implement upgrade strategies for current Leadership donors.
9. Formulate goals and strategies focused on growing investments in OCUW's Community Impact Agenda in cooperation with donors and volunteers.
10. Design, present and execute specific development action plans to ensure cultivation of relationships and to drive revenue growth.
11. 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.

3. Development Liaison for Key Initiatives

1. Serve as the Development team representative on one of the three key initiatives: United to End Homelessness, United for Financial Security or United for Student Success.
2. Attend Success Team internal meetings and Leadership Council meetings for the key initiative
3. Communicate key initiative program plans and funding and engagement priorities back to the Development team.
4. Be a resource for the programming team for ways to increase funding and exposure.
5. Work directly with Leadership Council chair and members to support the key initiative.
6. Support fundraising events and campaigns specific to the key initiative.
7. Other duties as assigned.

SUPERVISION AND WORKING RELATIONSHIPS

- Responsible for stewarding and expanding individual donor relationships under the direction of the Associate Director, Development.
- Work cross-functionally with all departments to drive and generate revenue, analyze prospective individual donors and recommend solicitation strategies.
- Collaborate with Corporate Engagement to integrate new affinity group donors and steward relationships.
- Partner with Marketing for year-round donor communications.
- Partner with Finance and Information Technology to identify key database issues and implement solutions for accurately tracking donors and assigned book of business.

EDUCATION AND TRAINING REQUIRED FOR THIS POSITION

Bachelor's Degree and 3-5 years of relevant work experience in fundraising/sales/customer service. Preference for United Way/nonprofit experience in working with individual donor engagement and stewardship.



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TECHNICAL KNOWLEDGE

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

COMPENSATION

Commensurate with experience, education, and market \$65,000 - \$85,000 per year. Competitive benefits.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Manager, Development. 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, Development will encounter. Participation in early morning and evening meetings and events will be required from time to time. The noise level in the work environment is usually quiet to moderate.