



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Project Manager	Reporting To: Vice President, Development
Department: Development	Position: Full-time/Temporary

Purpose of Position

The Project Manager is a full-time, temporary staff member reporting to the Vice President, Development. The Project Manager occupies a crucial position in fund development for the organization. In addition to general administrative duties, the Project Manager serves as a primary contact person for the leadership team, volunteers, and consultants. The principal function of this role is to ensure development efforts are running smoothly.

Essential Job Functions

1. In consultation with the Vice President, Development (VP), Chief Development Officer (CDO), leadership team, and consultants, lead the creation, coordination, and facilitation of specific development activities, meetings, training, cultivation activities, solicitations, and special events.
2. Ensure that all gifts and acknowledgements are recorded and mailed within 48 hours of receipt. Update/maintain tracking documents and database.
3. Communicate directly with directors, high level community leaders, and volunteer leaders to make sure their needs are supported.
4. Work with staff to develop research profiles for donor prospects.
5. Work with VP, CDO, consultants, and the communications team to create newsletters and other materials for the various constituencies.
6. Work closely with potential donors in scheduling and coordinating cultivation and solicitation opportunities for staff and volunteers and be able to professionally represent the organization to external constituencies.
7. Assist in writing and packaging proposals for gifts from major donor constituents.
8. Communicate extensively with development staff and all solicitors to coordinate prospect information, meetings, solicitations, and follow-up.
9. Function as the onsite logistics coordinator for development awareness events. This may require some local travel and time outside of normal business hours.
10. Perform other duties as required. Responsibilities may change under supervisor discretion.

Minimum Qualifications

1. Associate's degree in an appropriate field required. Bachelor's preferred.
2. Ability to maintain confidentiality and adhere to the highest ethical standards.
3. Direct experience in professional fundraising preferred.
4. Independent judgment and initiative; the ability to work independently while maintaining focus.
5. Proficient technical and computer skills. Moderate level experience with Microsoft Excel, Word, Outlook, and PowerPoint programs and some exposure to relational databases.
6. Excellent written, oral, and interpersonal communication skills.
7. Customer service orientation.
8. Experience in coordinating complex schedules between various high-level administrators and high-level volunteers.
9. Effective organizational and time management skills. Attention to detail.
10. Experience establishing effective working relationships.



Other Preferred Qualifications

1. Understanding of publications operations and the creation of marketing materials.
2. Experience in prospect research, including familiarity with wealth screening solutions is preferred.

Employment Standards

1. Commitment to the mission and values of the organization
2. Self-motivated and able to work effectively with minimal supervision
3. Ability to represent program and Orange County United Way with public/private partners
4. A team player who is inclusive, flexible, creative, and energetic
5. A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
6. Must be available to work flexible hours, including some evenings and Saturdays
7. Access to a car, California Driver's License, car insurance and a satisfactory driving record are conditions of initial and continued employment.

Compensation

Commensurate with experience, education, and market; starting at \$66,560/year. Competitive benefits.

Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to publically speak. The employee is required to move from one location to another. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

Send Resumes To:

recruiting@unitedwayoc.org
Orange County United Way
18012 Mitchell South, Irvine, CA 92614
www.unitedwayoc.org