



ORANGE COUNTY UNITED WAY JOB DESCRIPTION

Job Title: Senior Vice President, Community Relations	Reporting To: President & Chief Executive Officer (CEO)
Department: Community Relations	Exempt or Non-Exempt: Exempt

Purpose:

The Senior Vice President, Community Relations (SVP) will spearhead and oversee multiple fundraising efforts for the organization. The SVP will oversee events, corporate engagement, volunteer efforts, and other development functions, serving as a critical member of the Executive Team who work together to achieve the goals of the organization.

Strategy, Vision and Leadership:

- Create and implement strategic annual giving plans that include workplace giving, sponsorships, fundraisers (events), and mass-market giving with year-round interactions and engagement.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality, with a disciplined commitment to develop and execute broader organizational strategies to advance the goals of Orange County United Way.
- Provide leadership and recruit, manage, develop, motivate, and organize staff and volunteers.
- Form effective and positive work relationships with diverse groups of people.
- Develop and execute short and long-range departmental strategic plans, including a fundraising plan for areas of responsibility.

Responsibilities:

- Set the overarching direction, establish metrics, and lead the staff in the execution of organizational fund development and engagement goals.
- Ensure fundraising plans are implemented, goals achieved, timely reports generated, and information shared.
- Oversee the day-to-day activities of the Community Relations team; establish and monitor staff performance and goals, assign accountabilities, set objectives, and establish priorities.
- Develop sustaining relationships with the Board of Directors and other voluntary leadership committees including the Corporate Cabinet and event committees.
- Align with strategic plan priorities, budgets, and key deadlines.
- Actively engage, cultivate, and build relationships with a variety of individuals and organizations including current, prospective, and lapsed donors as well as other key executives, CEOs, and influencers in the community.
- Ensure that integrated databases provide a comprehensive view of current partners/donors and potential partners/donors. Ensure that databases continuously capture current information about employees and organizations; ensure information about needs, interests, expectations of these employees and organizations are used to enrich relationships.
- Develop guidance for the team to leverage the Customer Relationship Management (CRM) system and hold team members accountable for timely and accurate data entry into the system.
- Develop and maintain ongoing working relationships with all departments within the organization.

Qualifications

- Bachelor's degree in related field; Master's degree preferred
- Minimum 10 years' experience in a senior management role with experience in development or sales, including oversight of special events, individual giving, and leadership development.
- Experience in developing and managing budgets



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- Demonstrated track record in attaining fund development goals
- A wide knowledge of the organizational and initiative branding to integrate and align fundraising strategies with revenue-driven expertise
- High-level volunteer planning, management, and recruitment
- Relationship building or comparable high-level account management experience
- Experience in analysis and problem solving
- Experience managing teams
- Demonstrated ability to communicate effectively verbally and in writing; effective public speaking and presentation skills
- Demonstrated ability to organize, prioritize, and meet deadlines

Supervision and Working Relationships

- Position works under the CEO and alongside the Executive Team

Technical Knowledge

- Advanced computer skills with emphasis on Microsoft Office (Outlook, PowerPoint, Excel, and Word)
- Experience in sales management platforms, ideally Microsoft Dynamics CRM, or Salesforce
- Proficient analytic and strategic planning skills required

Employment Standards

- Commitment to the mission and values of the organization
- Self-motivated and able to work effectively with minimal supervision
- Ability to represent Orange County United Way with public/private partners
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
- Must be available to work flexible hours
- Access to reliable transportation is a condition of initial and continued employment

Compensation

Commensurate with experience, education, and market; \$150,000-\$200,000/year; competitive benefits.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Occasionally ascends/ descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 10 pounds.



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How to Apply

- Email cover letter and resume to: Recruiting@UnitedWayOC.org
- No phone calls, please

About Orange County United Way

Orange County United Way is committed to leading the fight for equity by removing barriers, closing gaps, and leveling the playing field for everyone who lives here. Orange County United Way is hands-on, delivering programs countywide to improve lives in the community by working to ensure students succeed, struggling families find financial security, and homeless neighbors find a place to call home. For more information, please visit www.unitedwayoc.org.