



ORANGE COUNTY UNITED WAY JOB DESCRIPTION

Job Title: Associate Director, Major Gifts	Reporting To: Chief Philanthropy Officer
Department: Philanthropy	Position: Full-Time/Exempt

PURPOSE OF POSITION

The Associate Director, Major Gifts will be expected to build and manage a portfolio of \$10,000 - \$100,000 Orange County United Way donors and advance prospects with the potential to make six-figure gifts to support our work.

Responsible for managing and cultivating relationships with existing major gift donors and prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate our organization's mission is key. This position is expected to energize volunteers and donors, and persuade prospects to engage with our giving programs. The Associate Director will bring an accomplished track record of establishing and growing major giving programs. This position reports to the Chief Philanthropy Officer.

DUTIES AND RESPONSIBILITIES

- Secure major gifts at the \$10,000 to \$100,000 level with the goal of raising \$1.5 to \$2 million annually within two years.
- Identify, qualify, cultivate, solicit and steward major gift prospects that meet and exceed all activity metrics and revenue goals.
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Make direct, face-to-face solicitations, and assist the board and other volunteers and staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Serve as the staff lead for select donor affinity groups, to be determined.
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Manage a portfolio of 100 - 125 donors and prospects.
- Work with the supervisor annually to establish strategies and set goals.
- Meet weekly expectations for entry into donor database, completion of donor contact reports, donor meeting preparation, and ensuring that moves management plans are updated regularly.
- Acknowledge major donors through public and private recognition.
- Utilize and lead Associate executives, board members, and volunteers as natural partners in cultivating and soliciting gifts.
- Develop and maintain positive, collaborative working relationships with the philanthropy, development, and community engagement teams.
- Build a broad base of support for long-term sustainable revenues.
- Attend and assist with donor and organization events as needed.
- Other duties as assigned.



ORANGE COUNTY UNITED WAY JOB DESCRIPTION

..

EDUCATION AND REQUIRED EXPERIENCE

- Bachelor's Degree from an accredited university or college preferred.
- A minimum of three - five years of relevant fundraising experience in managing high-level donor and prospect relationships with success soliciting six-figure gifts.
- Nonprofit experience in working with individual donor, solicitation, engagement and stewardship within Orange County and/or Southern California strongly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- At least 3–5 years of nonprofit fundraising experience, with a track record of securing individual and major gifts and meeting goals. Knows how to make donors feel appreciated by understanding what matters to them.
- Comfortable using donor databases, prospect research, and wealth screening tools to stay strategic in donor engagement.
- A strong communicator, both in writing and speaking, who knows how to inspire action.
- Skilled at building and maintaining relationships—whether with donors, colleagues, or community partners through empathy, active listening, transparency of intention and positive communication interactions.
- Organized and detail-oriented, ensuring donors and partners always feel supported and promises are kept.
- Someone who brings people together around a vision and motivates them to achieve big goals.
- Works well with senior leaders, including the CEO and executive team, to advance fundraising efforts.
- Passionate about the mission of Orange County United Way.
- Able to juggle multiple priorities, meet deadlines, and stay focused on what moves the needle.
- Ability to travel as needed and attend events, including evenings and weekends.
- Access to reliable transportation

TECHNICAL KNOWLEDGE

- Advanced computer skills with emphasis on Microsoft office (Outlook, PowerPoint, Excel, and Word) to support report development and goal tracking.
- Proficient in using Zoom and Teams. Experience with Andar a plus.

COMPENSATION

- Commensurate with experience, education, and market \$80,000 - \$110,000 per year. Competitive benefits.



ORANGE COUNTY UNITED WAY JOB DESCRIPTION

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 25 pounds.

Send Cover Letter and Resume To:

recruiting@unitedwayoc.org

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org