

**UNITED WAY OF THE GREATER CAPITAL REGION
POSITION DESCRIPTION**

POSITION: Chief Philanthropy Officer (most criteria met) or Director of Philanthropy (some criteria met)	SALARY: \$75,000 - \$95,000, Commensurate with Experience and Title	REVISION DATE: N/A
DEPARTMENT: Resource Development	TEAM: Senior Management	ORIGINATION DATE: July 2022
REPORTS TO: President & CEO	EMPLOYMENT STATUS: Full-time	WAGE CATEGORY: Exempt

Summary:

For this position, United Way of the Greater Capital Region (UWGCR) seeks a visionary, collaborative, and proven leader to develop and guide resource development efforts in the context of a legacy organization setting a bold new strategy. We are interested in talking to candidates with varying levels of experience and therefore have two potential titles of Chief Philanthropy Officer, meeting most of the criteria below, or the Director of Philanthropy, who meets some of the criteria below. Either position will lead organizational efforts to develop a resource development strategy in the form of aggressive multi-year plans designed to provide the necessary financial resources to achieve organizational goals. Working in close partnership with the CEO, the Chief Philanthropy Officer (CPO) or Director of Philanthropy (DoP) manages all activities associated with the Resource Development department. This position works in close alignment with the Chief Impact Officer, developing a coordinated strategy bringing donors and community members to the table in true partnership to further our mission and achieve outcomes.

Portfolio responsibilities include, but are not limited to:

Fundraising Strategy – 65%

Ensure UWGCR’s current and future revenue generation, in close collaboration with CEO, CFO and Chief Impact Officer with attention to diversifying revenue strategies and streams:

- Design strategy and plan for workplace campaign
- Design strategy and plan for individual/residential fundraising and major gifts
- Design strategy and plan for affinity groups
- Design strategy and plan for event fundraising
- Oversee Capital Region SEFA campaign
- Explore new revenue streams

Cultivate relationships with major donors and create portfolio structure for other capable staff and Board members and CEO to engage major donors.

Draft and monitor budget for resource development activities.

Ensure a robust and connected network of supporters.

Increase UWGCR’s visibility to potential donors through strategic engagement with UWGCR’s Communications team.

Steward UWGCR’s Board as a member of the organization’s Senior Team.

Implement fundraising best practices to maximize revenue and develop partnership opportunities throughout the local business community.

Supervisory Responsibilities – 20%

Build a Resource Development department with the capacity to successfully implement planned activities and meet revenue goals.

Perform supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees, planning, assigning and directing work; appraising performance of employees; addressing complaints and resolving problems.

Establish procedures and methodologies to ensure staff meet established campaign goal.

Provide strategic review and analysis of accounts with Resource Development team to set goals, objectives and work plans necessary to maximize fundraising efforts and volunteer support.

Perform additional team responsibilities - 15%

Support and advise the CEO, as needed.

Serve as a public representative of UWGCR as requested.

Participate in various internal and external committees and professional organizations.

Follow all organization's policies, practices, and procedures.

Provide leadership to others through example and sharing of knowledge/skill.

Participate in proactive team efforts to achieve departmental and company goals.

Qualification/Requirements:

Success in soliciting and securing support from individual and major donors, individually and as part of a fundraising team.

Demonstrated ability to set priorities, organize work, meet deadlines and manage multiple projects simultaneously. A strong attention to detail.

Ability to flexibly and efficiently coordinate collaborative processes.

Ability to read, analyze and interpret technical, financial and legal documents.

Ability to respond to questions from groups of managers, clients, customers and the general public.

Ability to respond to common inquiries or complaints from customers or members of the business community.

Ability to effectively present information to top management, public groups and/or boards of directors.

Comfort in a small-team, nonprofit environment. Proven success working independently and with a team.

Proficient with MS Word, Excel, Outlook, donor CRM, and the Internet.

Curiosity, creativity and a sense of humor.

Commitment to UWGCR's core mission, values and programs.
8+ years work experience in nonprofit fundraising required; leadership experience in major donor fundraising preferred.

Education/Training/Experience

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Reasoning:

Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.

Transportation Requirements:

Individual must possess a valid driver's license and car insurance.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is frequently required to speak, hear, see and use depth perception. The employee is occasionally required to climb stairs, balance, stoop, kneel, crouch, crawl, reach, handle, and feel. Specific vision abilities required include close vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to normal office work environment conditions. Internally controlled working environment with little or no hazardous conditions (including but not limited to: fumes, toxic or caustic chemicals, extreme heat/cold/humid conditions, risk of electrical shock, vibrations, and/or airborne particles) in normal work location. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABOUT UNITED WAY OF THE GREATER CAPITAL REGION:

United Way of the Greater Capital Region is a nonprofit mobilizing people and organizations to eradicate barriers and create opportunities that improve the lives of everybody in the Greater Capital Region. Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we envision caring communities in which all individuals and families have access to quality education and the opportunity to lead healthy and financially secure lives. We strive to model our values in all our relationships, both internal and external: Collaboration, Compassion, Integrity, Accountability, and Superior Performance.

This position is based in Albany, NY at The Blake Annex, a coworking and shared services community for nonprofits.

TO APPLY:

Interested candidates should send a resume and cover letter in an email with the subject line *Chief Philanthropy Officer/Director of Philanthropy* to hr@unitedwaygcr.org.