

UNITED WAY OF THE GREATER CAPITAL REGION

POSITION DESCRIPTION

Job Title: Corporate Philanthropy Manager

Location: Albany, New York

Employment Type: Full-Time, Exempt

Salary: \$55,000-\$60,000

Organization: United Way of the Greater Capital Region

About the Organization: United Way of the Greater Capital Region is a leading non-profit organization dedicated to improving the lives of individuals and families in the Capital Region of New York. Our mission is to address critical community needs by connecting individuals, families, and communities with the resources and support they need to thrive.

Job Summary: The Corporate Philanthropy Manager is responsible for all fundraising planning and activities for an assigned portfolio, including workplace giving campaigns, the Capital Region SEFA Campaign, and business development efforts. This position requires creativity and organization in a fast-paced environment to cultivate and maintain strong relationships with donors.

Key Responsibilities

- Design and execute a plan to meet the workplace fundraising goals and benchmarks with support from the Assistant Director of Philanthropy.
- Create and manage 30 annual workplace giving campaign plans and timetables, employing a fundraising process that sets goals and helps to identify volunteer leadership.
- Organize and implement the annual Capital Region State Employees Federated Appeal (SEFA) campaign, including all budgets, statewide council meetings, communications, and materials.
- Cultivate community support for United Way and develop relationships by maintaining contacts year-round with companies and individual donors.
- Provide training for Employee Campaign Managers (ECMs) and work in partnership to implement a United Way presence at the workplace on an annual basis, including leadership development, cultivation, special events, and/or volunteer activities.
- Analyze data, campaign results, and trends as a basis for monitoring workplace campaign progress.
- Assist the Director of Philanthropy with cultivating new business opportunities, including prospecting, researching, and maintaining lists.
- Recruit for UWGCR donor affinity groups, Emerging Leaders United and Women United, at corporate workplaces.
- Track corporate revenue generation, retention, donor count, visits, and other new business activity throughout the year.
- Identify and secure funds outside of annual workplace campaigns, including corporate gifts and grants.
- Manage and ensure the accuracy of UWGCR's customer relationship management (CRM) software, StratusLIVE.
- Attend key community events and activities to promote UWGCR's mission, vision, and core values across its eight-county service area.
- Prepare and facilitate in-person and virtual presentations about the work of United Way to groups of various sizes.
- Provide support in the execution of all UWGCR events and activities.

Qualifications

- Bachelor's degree in a related field or equivalent experience.
- 1-3 years' experience in nonprofits, fundraising, development, business, sales, and/or client services.
- Demonstrated ability to quickly learn new systems and skills as needed.
- Ability to work and build relationships with diverse staff, volunteers, community members, governments, philanthropic organizations, donors, community partners and corporate partners.
- Experience with donor and/or sales customer relationship management (CRM) databases and giving portal sites.
- Proficiency in data management; comfortable comprehending, analyzing, and presenting financial and statistical data effectively.
- Familiarity with current fundraising trends, including data management, software, research methodologies, solicitation, and stewardship best practices.
- Excellent interpersonal skills with the ability to manage situations with tact, professionalism, and diplomacy.
- Strong written and verbal communication skills.

Benefits: Medical/Dental/Vision Insurance, 403(b) plan, PTO, Tuition Assistance

United Way of the Greater Capital Region Values & Work Environment:

This position is based at The Blake Annex, a vibrant community hub of like-minded mission-based organizations.

As an organization, we are guided by the following values:

- Be radically candid and transparent
- Think boldly and creatively to problem-solve differently
- Lead with trust, gratitude, and humility
- Commit to excellence
- Take care of each other
- Celebrate innovation
- Consistently collaborate, learn, and grow

United Way of the Greater Capital Region's Commitment to Diversity, Equity, & Inclusion

We are committed to embracing and advancing diversity, equity, and inclusive excellence. As an organization and community partner, UWGCR seeks to work collaboratively with members of ethnically/racially minoritized, international, LGBTQIA+, and disability communities as well as diverse gender identities, socioeconomic backgrounds, religions, and political beliefs, to create equitable and inclusive spaces and opportunities through intentional and impactful practices. We achieve this goal by addressing and combating systemic, institutional, and historical barriers. Collectively, we acknowledge that diversity, equity, and inclusion can only be achieved when we recognize, create space, and listen attentively to individuals from historically excluded groups as equal partners. Additionally, we strive to develop and implement policies and systems grounded in antiracism. To this end, we commit to intentionally creating pathways for individuals of historically minoritized groups to be included in leadership, planning, and decision-making roles, including business opportunities with UWGCR, and partnering institutions. We maintain that building, strengthening, and sustaining diversity, equity, and inclusion in our community and society requires an ongoing commitment that is fully expressed and supported in organizational culture, values, norms, policies, practices, and behaviors.

How to Apply: Interested candidates are invited to submit their resumes and cover letters to paige@unitedwaygcr.org by January 10, 2024. Please include "Corporate Philanthropy Manager" in the subject line.