



**United Way of
Southwestern Pennsylvania**

United Way of Southwestern Pennsylvania serves Allegheny,
Westmoreland, Fayette & Southern Armstrong Counties

To Apply:

To apply for this position please send a cover letter and resume to:

jobopps.uwac@unitedwayswpa.org.

Submissions will only be accepted electronically.

Tocqueville Development Officer, Major Gift Programs:

United Way of Southwestern PA (UWSWPA), serving Allegheny, Westmoreland, Fayette & Southern Armstrong Counties, focuses on solving the pressing issues you care about by bringing together the entire community — policymakers, corporate leaders, excellent agency partners, and people like you who want to help – to assist our neighbors in need and develop long-term solutions. No other single local non-profit can mobilize all of these partners and bring them together to achieve results.

United Way's Tocqueville Society is made up of the region's leading philanthropists who are working together in Pittsburgh and Southwestern Pennsylvania to make a meaningful impact in our community and effect positive change for people in need. Tocqueville members set the standard for giving and humanitarian service in our community by donating \$10,000 or more annually.

UWSWPA is looking for a dynamic, experienced professional to cultivate, solicit and steward major and planned gifts from individuals and families primarily in Allegheny County. The ideal candidate will have experience and success in raising gifts at the \$10,000+ level.

UWSWPA's Tocqueville Development Officer will have responsibility for overseeing the retention, growth and engagement of all aspects concerning United Way's Tocqueville Society members and prospects. This individual is responsible for relationship management and direct solicitation of gifts for a portfolio of 80-100 current Tocqueville members.

The Tocqueville Development Officer, as the primary relationship holder, will develop and implement planned giving prospects to secure significant and deferred gifts from donors through estate planning and other types of gifts.

The successful candidate will:

- Participate in all aspects of the gift cycle:
 - Initiate contacts with potential major gift donors (\$10,000+)
 - Develop appropriate cultivation strategies, including working with volunteers
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure
 - Make solicitations when appropriate
 - Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
- Inspire donors to make planned gifts to the organization by developing and/or facilitating the development of relationships with major donors and major donor prospects who have the potential to make planned gifts.
- Collaborate with other development staff to maximize potential of current donors as planned giving prospects
- Stewardship of planned giving and major donors through personal visits, email and telephone calls, documenting actions as appropriate.
- Provide support for major donors by closely working with United Way staff and facilitating a positive, coordinated representation for the donor.
- As a member of the Major Gifts team, develop volunteer management plan that leverages resources and compliments a variety of volunteer strengths and opportunities in prospecting, cultivating, and soliciting.
- Focus on securing support for programs that match the philanthropic interests of the prospect/donor.

Skills Required:

- An extensive familiarity with fundraising.
- Excellent communication skills.
- A willingness to power through challenges
- Detailed and in-depth knowledge of planned giving and its complexities
- Excellent oral and written communication skills
- Ability to understand the needs and interests of major gift donors in order to develop relationships between them and United Way of Southwestern PA
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Ability to interface with lead volunteers and CEO-level volunteers.
- Extremely effective interpersonal skills.
- Work with a high degree of independence and responsibility.

Education: Bachelor's Degree required (Minimum)

Experience: Minimum 5 years of fundraising experience within a medium to large organization and 3-5 years of major gifts experience. 3- 5 years of

experience in Planned Gift Fund Raising with a proven track record of success is preferred.

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