

The United Way of Southwestern Pennsylvania

Vice President of Workplace Giving

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.

Summary:

Reporting to and in partnership with the Executive Vice President of Community Giving & Fundraising, the Vice President of Workplace Giving will spearhead development efforts as United Way of Allegheny County continues to grow campaign revenue from company partners. Growth in resources will help United Way of Southwestern PA have greater impact and assist people in great need.

The Vice President is a results oriented development specialist responsible for developing, implementing, assessing, and refining the annual workplace fundraising plan.

Essential Job Duties and Responsibilities:

- Exercising enthusiastic and demonstrated sales leadership to build and lead a diverse team, by providing superior coaching, mentoring and relationship building skills.
- Builds strong partnerships and leverages relationships with leaders and CEOs in the community.
- Supervise Corporate Relations team to manage campaign accounts, setting and executing strategic plans for corporate partners, using data analysis to drive metrics and best practices. Plans should include relationship development, year-long employee engagement and connecting corporations to United Way key initiatives.
- Serve as the primary United Way staff partner to a portfolio of select, high-profile companies and organizations. Collaboratively plan and execute their annual workplace campaigns to achieve revenue goals.
- Lead the New Business recruitment strategy, identifying prospects and securing new relationships with area companies annually.
- Direct, manage and motivate Corporate Relations Managers.
- Establish performance measures, monitor results and produce evidence that demonstrates the effectiveness of the annual Workplace Campaign.
- Keep Executive Vice President of Campaign informed of current workplace trends, issues, problems and activities in order to accurately project annual campaign fundraising results.
- Serves as the liaison between Workplace Campaign, Labor, processing and customer service.
- Recruit, motivate, and manage key workplace campaign volunteers.

Knowledge, Skills and Abilities:

To perform the job successfully, an individual must demonstrate the following competencies:

- Results driven, dedicated to shared and measureable goals for the common good, creating resourcing, scaling and leveraging strategies and innovations.
- Ability to effectively build organizational and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Exceptional capacity for leading and managing people, a team builder.
- A strong work ethic, comfortable in transitions, and ability to stay focused and deliver on goals.

- Deep comprehensive knowledge of fund development and its relationship to successful implementation of philanthropic objectives.
- Self-motivated, work with little or no supervision; excellent time management skills; proactive strategic thinker.

Experience:

- Extensive fundraising/sales management experience required
- Minimum 5 years of supervisory experience
- Previous success in consistently meeting/exceeding established goals and expectations
- Proficient and knowledgeable of Microsoft Office applications
- Ability to take initiative, work independently (as well as in a team) and manage a wide variety of responsibilities; must be a self-starter
- Excellent communication skills – both written and oral
- Must be detail oriented and have excellent organizational skills
- Ability to handle confidential information