

Job Announcement

DIRECTOR OF ANNUAL CAMPAIGN

Position Summary: This position is responsible for relationship building with and education/solicitation of members of the Rhode Island community with a strong focus on creating and maintaining financial resources to support the Community Impact Fund and the overall mission/vision/goals of the organization. Additionally, this position manages annual campaign staff by effectively using the organization's collaborative performance management model and ensuring direct reports are empowered to achieve organizational/departmental/individual goals.

Primary Duties and Responsibilities:

- Manages annual campaign staff (development officers and administrative assistants) assuring that adequate training, coaching, support, and resources are in place to achieve goals
- Manages all aspects of employee workplace giving campaigns at assigned accounts while building/maintaining positive year-round relationships with Campaign Leaders.
- Supervises preparation of reports/campaign materials needed to successfully run campaigns.
- Makes presentations to employee groups and community based organizations and solicits corporations/individuals on behalf of United Way.
- Cultivates new relationships resulting in new corporate gifts and/or employee campaigns. Track campaign activities in Andar software.
- Collaborates with Major Gifts and Community Investment Departments to engage/build relationships with major gift (leadership) donors and prospects. These strategies involve year-round contact including personalized written, phone and in-person communications, events, and volunteer opportunities.
- Represents United Way of RI at community events and activities. Tracks engagement activities/relevant information about donors/prospects interest in Andar software.
- Determine accurate, timely projections for the campaign's completion (specific accounts and overall workplace campaign). Analyzes and evaluates strengths and weaknesses of past campaigns and strategies including technology.
- Stays apprised of opportunities and/or challenges throughout the year in order to assist in setting goals, strategies for achieving goals and timetables.
- Oversees the preparation of reports and campaign collateral.

Experience/Qualifications:

- Associates Degree or Bachelor's Degree required
- 5+ years of experience in sales or fundraising/fund development required
- Strong communication skills required. This includes public speaking, written and verbal communications.
- Proven relationship-building skills required
- Ability to work and thrive in a fast-paced and ever changing environment
- Must be organized and able to manage projects and timelines.
- Experience working with Outlook, Word, and Excel is required.
- Experience with donor/CRM databases preferred.

To apply please go to <http://www.uwri.org/about-us/careers/apply-now/> by Friday, May 5th to submit your cover letter and resume.

We are an equal opportunity employer.
