



JOB DESCRIPTION

Job Title: Director, Leadership Donors & Volunteer Engagement
Reports To: Executive Director

Overview of Duties/Functions:

The Director of Leadership Donors & Volunteer Engagement is a critical role in our efforts to expand the impact our organization can make on the education, financial stability, and health of the citizens of our community. The Director of Leadership Donors & Volunteer Engagement has two main areas of responsibility:

- Perform as lead staff for our Benefactor Society and our Alexis De Tocqueville Society events, outreaches and engagements. The goal is to create the best in state experience for our leadership level donors through establishing and communicating impact, appreciation and recognition efforts, and peer to peer connection.
- Perform as lead staff for our newly expanded role in volunteer recruitment, placement, and engagement events. The opportunity is to greatly expand our role in creating and growing opportunities for volunteers to positively impact our community and our local agency partners.

We are seeking an energetic and self-motivated professional willing to actively build relationships and help us achieve bold new community initiatives.

Key Competencies:

- Commitment to serving the mission of United Way and positively impacting lives across our community.
- Strong written and verbal communication skills, ability to develop professional relationships that are authentic, mission-oriented, and respectful.
- Ability to think strategically, problem solve and make independent decisions.
- Training and/or experience in interacting and engaging with people from a wide range of cultural backgrounds
- Enjoy working independently and as part of a team
- Highly proficient in Microsoft Office (Word, Excel, Outlook, and PowerPoint);
- Must be willing to attend meetings, community activities/events, sometimes before or after hours and on weekends.

Educational Requirements:

Two- or Four-year degree in business administration, marketing, or social services preferred - experience from the community, governmental, and service organizations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to sit, stand, operate office equipment, and communicate effectively.

Salary:

Salary range of \$46,000 to \$48,000 (commensurate with experience). Benefits include: flex scheduling, paid time off, and retirement contribution.

To Apply:

Email Resume and a Cover letter including salary requirements to:

beckerman@uwiredell.org

Reference in Subject Line: United Way Recruitment

Must be able to pass criminal background and drug screen prior to/after job offer. Must have a valid driver's license and vehicle for work use as needed.

EEOC: An Equal Opportunity Employer Committed to a Diverse Workforce.