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**Donor Relations Manager**



**Position Summary:**

The Donor Relations Manager develops plans, implements and evaluates accounts of United Way of Forsyth County corporate partners and individuals with a focus on identifying growth opportunities as well as identifying new resource opportunities in order to enhance annual and long-term fundraising goals and promote UWFC’s strategic mission, with a measured focus on personal donor connections.

**Reports to: Chief Development Officer**

**Position Duties & Responsibilities**

*The following statements are intended to describe the general nature and level of work being performed and not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

* Prepares and executes year-round relationship plans for company accounts and individual investors with a focus on maximizing potential and growth.
* Develop and adapt plans for challenging companies
* Focus on attracting and developing new partnerships.
* Heavy focus on individual donor engagement with expectations of meeting ambitious goals around personal contact with donors and prospects.
* Works closely with volunteers to leverage experience and connections to gain better access to company leadership and build strong, more effective relationships.
* Prepares and executes an ongoing engagement plan for assigned individual donors.
* Cultivate major gifts and planned giving prospects through ongoing engagement.
* Prepares and executes an individual campaign plan for all accounts assigned.
* Ensures the accuracy of data on all accounts and maintains strict confidentiality of personal account and financial information.
* Works as part of a team to develop and execute a year-round engagement plan for companies and individual investors.
* Establishes rigorous individualized personal and professional development plans.
* Understands and supports UWFC’s strategic direction in the community.
* Identifies and develops new opportunities for resources. (Expansion in existing accounts as well as potential new companies/investors)
* A willingness to take on additional duties to ensure the success of the team
* Occasional local travel may be required with some events/tasks outside of traditional work hours

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily and be present while performing those functions. The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The individual in this role must display the highest level of integrity and confidentiality. United Way also values innovative thinking, and a successful candidate will be a self-starter who can work within the team to achieve goals and objectives. The individual should have effective communication skills, attention to detail and organization, and flexibility and adaptability. The individual will also maintain knowledge of trends, best practices, and research in his/her area of responsibility to enhance development practices.

**Education and/or Experience**

• Bachelor's degree preferred.

• At least two years of fundraising experience required.

• Knowledge of Forsyth County and the human service sector is preferred.

\*Proficiency in Micro Office Suite, and donor database platforms.

\*Work experience may substitute for education requirements.

**Additional information and requirements:**

* Physical Requirements: ability to move supplies weighing up to 20lbs.
* NC Driver’s license and auto insurance are required.
* This is a hybrid position; 4 days in the office Friday remote.
* FLSA status: Exempt

We offer a full health benefit package with 12 paid holidays, PTO, 401K and Defined Contribution plan.

EOE