



Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

FUNCTIONAL JOB TITLE: Director, Leadership Giving

DEPARTMENT: Resource Development

REPORTS TO: Chief Development Officer

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Exempt

DATE: June 2019

AUTHORIZED BY:

Position Objective:

The Director of Leadership Giving works to identify and cultivate relationships with high-end donors and leadership givers in the community and workplace to increase revenue to United Way of Long Island and to increase engagement with United Way and its initiatives. The Director of Leadership Giving creates and implements key strategies and tactics for donor engagement, recognition and stewardship.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.

Essential Functions:

- Supervise all leadership and major gift donor prospecting activity.
- Conduct research on prospective leadership donors. Share and utilize research on a timely and effective basis.
- Identify and cultivate relationships with high-end donors and leadership givers in the community asking for major gifts and planned gifts from existing and prospective donors.
- Organize high-level cultivation events to recognize current donors, encourage increases among donors and cultivate new donors.
- Interact with community directors and workplace giving staff for strategic outcomes.
- In conjunction with Senior Management and key volunteers, establish Infinity Councils for support, i.e. young professionals, woman, etc.
- In conjunction with the Resource Development team to cultivate major gift and gift planning prospects, drive

and recognize leadership giving in the workplace.

- Recruit, train and manage community leadership volunteers.
- Key staff member to direct growth of database for solicitation.
- Develop and manage comprehensive direct mail programs.
- Ensure effective and timely use of the ANDAR information system and share this information with appropriate staff and volunteers.
- Attend relevant public/business functions representing the United Way as needed.
- Provides leadership in development of long-range and short-range goals, strategic fund raising plans, budgets, techniques and programs.
- Develops case for support for major gifts and gift planning and prospect timeline.
- Provide management of all solicitation and record-keeping activity for leadership and major gift contributions.
- Manage high level cultivation event to promote additional major gift and gift planning prospects.
- Manage recognition rosters and major gift and gift planning brochures.
- Performs related work as required.

Educational Requirements:

- Bachelor's degree required.
- An equivalent combination of education and experience may be considered in lieu of a degree.

Skills and/or Experience Required:

- At least 5 years fundraising experience with the majority in individual giving.
- Ability to operate a personal computer and familiarity with automated office support systems and applications.
- Excellent business writing and verbal skills.
- In-depth knowledge of the Long Island Community a plus.

Communication Skills:

- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations, but not limited to: donors, volunteers, managers, employees, vendors or applicants.
- Ability to effectively present information to clients, top management and staff in verbal and written formats.

Mathematical Skills:

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

Reasoning Skills:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

Physical Demands:

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.

Work Environment:

- Noise level is consistent with levels usually present in an office environment.
- Hazards present are consistent with those common to an office environment.

Contact:

Submit cover letter and resume to Theresa Regnante, President and CEO at tregnante@unitedwayli.org.