

Title: Donor Engagement Manager
Reports to: President & CEO
FLSA Status: Exempt
Hours: 40 hours a week
Revision/Effective Date: November 2022
Salary Range: \$35,000 to \$42,000
(Health, Dental, Vision and Retirement Benefits available)

JOB SUMMARY:

The **Donor Engagement Manager** supports and advances United Way of Northern Nevada and the Sierra's mission (UWNNS) to link the community's will and resources to improve lives. This position is primarily responsible for **creating and stewarding relationships with donors** as well as the implementation of new revenue-generating strategies. The position actively seeks out new donors, engages the community, and acts a consultant to make UWNNS the "Nonprofit of Choice" for donors.

ESSENTIAL FUNCTIONS:

Workplace Engagement

- Responsible for fundraising through relationships with Individual Donors.
- Provide customer service to donors to ensure year over year support for UWNNS.
- Create and support Affinity Groups that bring together specific high-growth demographic members together to create experiences for them to lead impact projects on behalf of UWNNS.
- Develop and ensure appropriate stewardship, recognition, and engagement of donors through a personal stewardship and Customer Relationship Management (CRM) strategy.
- Work with Finance and Operations staff to maintain and ensure accuracy of CRM Database (Salesforce CRM Lite).
- Work with Marketing and Community Impact staff to create experiences that connect donors to UWNNS's work.
- Provide reports as requested on the progress of Annual Individual Donor Giving including monthly progress reports, United Way Worldwide requests, etc.
- Coordinate and attend special event fundraisers, public relations, and networking events on a regular basis.

COMMUNITY IMPACT

- Commitment to understand the full span of UWNNS Community Impact programming activities.

OTHER DUTIES AND RESPONSIBILITIES:

- Effectively represents UWNNS in the community by engaging and maintaining contacts with local organizations, businesses, and individuals.
- Communicate the organization's mission, values, and donor engagement opportunities.
- Other duties as assigned.

QUALIFICATIONS:

- **One-on-One Sales or Fundraising Experience.**
- **Ability to manage and support a portfolio of individual donors.**
- **Well-organized, efficient and detail-oriented.**
- Ability to work on many different types of tasks and meet required deadlines.
- Experience in and comfort with public speaking.
- Excellent oral and written communication skills.
- Courteous and professional manner.
- Ability to work well with others to accomplish the work of the organization.
- Experience in working with diverse populations.
- Ability to develop donor relationships utilizing excellent interpersonal, communication and customer service skills.
- Ability to verbally communicate UWNNS's mission to potential donors.
- Have a reliable vehicle; possess a current driver's license and auto insurance (mileage reimbursed).

EDUCATION REQUIREMENTS:

- Bachelor's degree or commensurate experience.
- A lifelong learner with willingness to attend national and regional conferences and workshops to develop skills and knowledge required for the position.

EXPERIENCE REQUIRED OR PREFERRED:

- 2-5 years' experience in sales, customer service, fundraising or donor engagement preferred.

To Apply:

- Send Cover Letter and Resume to Blake Pang at Blake.Pang@uwnns.org.
- Deadline is Friday, December 9th, 2022 at 4:00 PM.