

Title: Workplace 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 **Workplace 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 coordinating and managing **UWNNS's Annual Workplace Fundraising Campaign**, donor stewardship, and the implementation of new revenue-generating strategies. The position actively engages companies and the organization to reach revenue goals, engage the community in UWNNS's work, and create a consistent, positive experience for donors and organizations at every touchpoint.

ESSENTIAL FUNCTIONS:

Workplace Engagement

- Responsible for implementation of the Annual Workplace Campaign's management and execution of annual fundraising strategy.
- Provide customer service to corporate accounts to ensure the success of their annual workplace campaign.
- Develop and ensure appropriate stewardship, recognition, and engagement of workplace campaigns and donors through a 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.
- Collaboration with all other departments to procure information to represent the organization and create experiences for corporate customers.
- Administer the gift acknowledgment process for all donors; ensure thank you letters are updated annually to refresh the tone and reflect current messaging.
- Provide reports as requested on the progress of Annual Workplace Campaigns 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 the 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:

- **Customer Service Experience (B2B preferred)**
- **Ability to manage and support a portfolio of assigned accounts.**
- **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.