

UNITED WAY OF GREATER CHATTANOOGA

Job Description

**POSITION TITLE: Director of Non-Profit Advancement**

FLSA STATUS: Full Time/Exempt

DEPARTMENT: Venture Forward

REPORTS TO: Vice President of Venture Forward: Innovation and Non-Profit Advancement

Purpose of Position:

The strength of the social sector is critical to the collective ability to solve complex community problems. The Director of Non-Profit Advancement is responsible for developing and implementing strategies to build capacity, strength and accelerate the mission of our social sector. The Director of Non-profit Advancement is charged with assessing the needs and desires of the social sector, then developing and managing a faculty training model for educational workshops/ consulting for nonprofits and offering high quality, affordable professional development, and non-profit community building events.

Key Responsibilities:

- With the VP, assess the foundational and advanced needs and desires of the social sector, develop offerings that increase their ability to drive impact and community problem solving.

Professional Development / Training:

- With the VP, create annual professional development offerings, including a faculty model, to meet the needs of the social sector.
- Advertise and recruit participants to classes and offerings.
- Work with team mates to offer / promote UWGC's Innovation Services to the social sector.
- Identify speakers, content and venue for annual conference and publicize to ensure maximum attendance.
- Plan and facilitate educational workshops and manage all logistics associated with classes including registrations, scheduling and reserving rooms.
- Garners feedback and evaluation of services. Respond to all inquiries in a timely manner and track all interactions.

Community Building / Networking:

- With the VP and team, create a plan, and initiate it, for growth and cultivation of nonprofit and business affiliate members. Ensure membership offers unique value.
- Process all membership and sponsorships, ensure revenue is handled promptly and accurately.
- Host collaborative "meet ups" for networking, shared learning, celebrating and connecting with peers.
- Maintain the Venture Forward job board
- As needed, attend local and regional major events of Venture Forward Members.

- Monitor and report outcomes related to Venture Forward Member resources, including job board usage and effectiveness of Venture Forward resources relative to enhancement and sustainability of nonprofit members.

Trends/Issues:

- Research and provide various resources for nonprofits on “hot” topics and future trends
- Ensure the Venture Forward communications and social media contain content that drive engagement from members and community.
- Align content of training opportunities with UW community problem solving efforts, ensuring intentionality in building the social sector towards greater impact.

Consulting:

- Meet with nonprofit organizations staff, listening and connecting them to other organizations that have programs or services that dovetail or can support to form collaborations.
- Communicate feedback to the VP and team mates that help craft consulting offerings.
- Find a sponsor, monitor and develop use of the Foundation Directory

Core Competencies:

- Understanding and appreciation of the social sector
- Ability to take initiative and execute
- Ability to solve problems and make decisions
- Ability to ask for help where needed and pose thoughtful questions
- Sense of humor and ability to work well in a team
- Superior verbal and written communication skills

Qualifications:

- Equivalent to graduation with a bachelor’s degree and 3-5 years of progressive, demonstrated leadership and success in a staff position with a nonprofit organization.
- Demonstrated project management skills working specifically with multifaceted projects and diverse constituents.
- Ability to build community relationships and create cultivation and stewardship activities that build loyalty and trust.
- Professional demeanor and appearance, good judgment, and the ability to work independently, but collaboratively, in goal-oriented team environment.
- Proficiency in Microsoft Office suite, particularly Excel.
- Strong written and verbal communication skills.

Position Type/Expected Hours of Work

- This is a full-time position, and general hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. It may occasionally require some irregular hours and weekend work.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

United Way of Greater Chattanooga is committed to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWGC encourages people of diverse backgrounds and experiences to apply for this position.

December 2019