POSITION TITLE: Relationship Manager  
FLSA CLASSIFICATION: Full-time/Exempt  
DEPARTMENT: Corporate Engagement  
REPORTS TO: Director of Corporate Engagement  

POSITION PURPOSE: To generate resources, support and buy-in from corporate partners as we present engagement and community initiatives through year-round engagement.  

This is a sales and development role. We at the United Way are in the business of selling engagement to our corporate partners, partner agencies and the community.

KEY RESPONSIBILITY AREA - FUNDRAISING & RELATIONSHIP MANAGEMENT  
Specific Duties:  

- Work with the Director of Corporate Engagement, set annual fundraising goals for each corporate partner.  
- Meet or exceed the annual aggregate financial goal of your book of business.  
- Meet monthly corporate contact activity objectives.  
- Must be able to speak, explain and educate corporate partners on United Way’s digital and online giving services.  
- Within your book of business, develop working relationships with corporate CEOs and fundraising managers. Train fundraising managers as needed.  
- Present to corporate partners our year-round Engagement model including Generosity, Advocacy and Volunteerism.  
- Work well with United Way Community Engagement, Marketing, Community Investment, and Finance and Operations to promote a healthy enterprise.  
- Work with Generosity Associates and Interns to ensure we go to market with consistent engagement messaging and operations.  
- Be proactive and build trust, engaging corporate partners with a consultative approach.  
- Ownership of donor acknowledgement and appreciation communications within your book of business.  
- Participate in annual corporate engagement and volunteerism events.

KEY RESPONSIBILITY AREA – DATA & SYSTEMS MANAGEMENT  
Specific Duties:  

- Maintain core competencies in the enterprise donor software system of record and CRM (Andar). Enter all corporate contact activity in the CRM on a timely basis.  
- Track and report book of business performance on a regular basis.  
- Track and report accounts receivable performance on a regular basis.  
- Perform trend analysis on your book of business.
• Maintain proficiency with Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint

KEY RESPONSIBILITY AREA – CONTINUOUS IMPROVEMENT
Specific Duties:

• Participate in the annual fundraising analysis each year; provide a summary to the CEO, Director, and United Way staff, as requested.
• Make recommendations for improvements to your book of business, including support needed from United Way.
• Set and track annual simple Engagement goals for each corporate partner in your book of business, including Generosity, Advocacy, and Volunteerism.
• Perform other duties as needed for your personal success, and the success of the Corporate Engagement team.

MINIMUM JOB REQUIREMENTS

Education:  B.A. or B.S. Degree; Master’s Degree preferred
Experience:  3+ years of fundraising/sales experience required

• Fundraising and non-profit team experience, with at least a $1 million annual book of business.
• Ability to increase financial results year over year.
• Ability to meet financial goals and account development requirements.
• Experience working with community volunteers.
• Knowledge of techniques and practices for fundraising, marketing, and management, experience in training and public relations and broad experience working in the community with volunteers.
• Self-starter with good interpersonal and proven communication skills, including writing and excellent presentation skills.
• Experience in analyzing and understanding statistical and financial reports.
• Extremely motivated, flexible and must have a team-first attitude and approach.
• Strong Microsoft Office Suite experience including Word, Excel, PowerPoint, Outlook, and SharePoint.
• Experience with CRM software. Experience with Andar a plus.

If you are interested in applying for this position, please submit your application, cover letter and resume to Tammy McCallie at tammymccallie@uw chatt.org.