



## United Way of Greater Rochester Career Opportunity

### Join the team!

If you are interested in joining a dynamic team of community ambassadors to serve Greater Rochester with your time and talent, consider a career with United Way.

### Mission

Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners and people in need to make this community stronger and more vibrant together!

### Values

Our core values define who we are and how we serve our community together. United Way and our team members are caring, trustworthy, collaborative, innovative, respectful and results-oriented.

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## Job Title: Director of Major Gifts

<b>Job Title:</b>	Director of Major Gifts
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Senior Director of Advancement
<b>Date:</b>	January 2018

### Summary

The Director of Major Gifts is responsible for advancing our mission by successfully executing Major Gifts, Planned Giving and Leadership Giving. The primary objective of the position is to engage with United Way of Greater Rochester's donors and community to improve donor retention, acquisition and growth. This position is responsible for meeting or exceeding revenue goals by focusing on preserving and expanding current base of support, identifying and developing strategies for new prospects and creating recognition opportunities and events for members.



### Essential Functions:

- Develop and maintain a major gifts “book of business” with at least 50 major gift donors
- Responsible for managing all aspects of the Major Gifts department and employees
- Coordinate and manage all aspects of Tocqueville Society and all other Leadership Giving groups (Young Leaders Club, African American Leadership Society, Circulo Latino, Women’s Leadership Council, Red Feather Circle) including prospect solicitor identification, donor cultivation, acknowledgement and recognition
- Work directly with the President & CEO, Major Gift Officers and Senior Staff on the cultivation, solicitation and development of donors at \$10,000 and above (Tocqueville Society)
- Collaborate with the Marketing and Communications Department to coordinate solicitations, mailings, recognition programs and events.
- Collaborate with Resource Development team to reach campaign goals.
- Link donor’s philanthropic goals with United Way programs, initiatives and Community Fund
- Develop meaningful ways to engage affinity group members throughout the year including personal visits, execute unique events, volunteer opportunities and other areas to connect the members to the work United Way is doing
- Develop major gift proposals and fundraising strategies
- Staff Tocqueville and/or Major Gifts committees
- Develop strategies for relationship management
- Create and maintain a targeted, segmented list of donors, prospects and donor referral sources
- Provide development revenue and projection reporting
- Provide leadership for the individual donor team (<10K)
- Must be capable of reliable and predictable attendance
- Consistently demonstrates the values and mission of the United Way
- Perform other duties as assigned

### Competencies

- Relationship Management
- Performance Management
- Ethical Conduct
- Communication Proficiency
- Goal Oriented
- Business-Acumen
- Strategic Thinking



**Supervisory Responsibility**

This position is responsible for managing the Major Gifts department and employees and managing the Leadership Giving Programs

**Physical Demands/ Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Travel**

This position may require up to 30% local travel

**Required Education and Experience**

Bachelor's Degree in a relevant field. Minimum 5 years of experience and proven success in major gifts fundraising. Minimum 5 years of staff supervision experience. Experience with developing and executing strategic plans.

**Preferred Education and Experience**

Master's Degree in a relevant field.

**In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position.**

**The United Way of Greater Rochester is an Equal Opportunity Employer.**

**To Apply: Please send resume to [hr@uwrochester.org](mailto:hr@uwrochester.org)**



Activity	% of Time Performing Task			
	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Hand/ Eye Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Over/ Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling/ Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/ Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thrusting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting at Waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Push/ Pull Max Force</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
0-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-39 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Verbal Communication</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hand Movement</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finger Dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Hearing Requirements	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Physical Requirements/Work Environment**

	% of Time Performing Task			
<b>Vision</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60- 90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teleconference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preparing/ Analyzing Figures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Distinction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Carrying</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60- 90%</b>	<b>Constant 90-100%</b>
1-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-24 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-35 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Conditions</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60- 90%</b>	<b>Constant 90-100%</b>
Working in Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Dust/ Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Chemicals/ Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/ Machines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working From Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety/ Clothing Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Noise Levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night/ Dark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving a Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Name \_\_\_\_\_

Employee Signature

Date

	

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