

An Equal Opportunity Employer Committed to a Diverse Workforce

Job Title: Vice President, Corporate Relations
Department: Development
Reports To: Chief Development Officer
Classification: Exempt Management
Closing Date: Open until filled

Summary

United Way's mission is to be the catalyst that enables people to strengthen their communities by investing in one another. It is unique in its ability to bring together people active in their communities --business leaders, non-profit organizations, government agencies and workplace employees -- to address the underlying causes of major Bay Area problems

United Way's Bay Area Community Fund encompasses thousands of donations that form a single, powerful financial resource enabling the organization to guide and bring to scale unique programs that create pathways out of poverty for struggling Bay Area families. Additionally, United Way supports more than 250 local non-profit organizations through partnerships, collaborations, and by providing financial and human resources.

The spirit of community engagement, partnership, and innovation permeate the character of United Way of the Bay Area and the surrounding Bay Area community. Within that context, the Vice President, Corporate Relations is responsible for generating annual revenue exceeding \$20 Million from corporations through the design and implementation of strategies to: 1) develop corporate gifts, sponsorships and partnerships, 2) cultivate relationships and maximize giving from individual donors within high volume accounts, and 3) identify and develop new opportunities for corporate giving. Special emphasis will be to develop significantly increased support from within the corporate sector for United Way's Sparkpoint and 2-1-1 initiatives within the seven Bay Area counties.

Reporting to the Chief Development Officer, the Vice President, Corporate Relations is a member of the Development Leadership Team and manages a Development staff of **6-10 (suggested range)** and a volunteer corporate cabinet.

Primary Responsibilities:

- Provide leadership, direction, and management for United Way's corporate partnership and fundraising programs; devise and implement strategies for raising \$20 Million+ annually through corporate gifts, workplace campaigns, individual donor relationships, and other corporate partnerships
- Recruit and manage campaign cabinets of corporate leaders and other volunteers to support the corporate campaign; lead and guide the planning and strategy process for corporate calls
- Create strategic plans for high volume corporate accounts across various sectors, including financial and professional services, retail, real estate, industry, oil and gas, technology, and government, among others
- Recruit, manage and mentor Corporate Development Staff: develop individual goals and objectives, assess training needs, review performance, and provide support for professional development
- Develop strategic plans for existing corporate accounts to maximize both individual and corporate giving to United Way's programs; initiate contacts and build relationships that increase individuals' and organizations' investment in UWBA's mission and operations through financial contributions, advocacy, and other partnerships

- Provide personal leadership and oversight of top accounts
- Identify and secure new business opportunities for workplace campaigns and corporate giving
- Develop and monitor expense and revenue projections
- Collaborate with event staff to manage Campaign Kick-Off and Thank-you events, Community Impact Awards; develop and design additional cultivation and fundraising events as appropriate
- Collaborate with grant writing staff on corporate gift proposals in conjunction with UWBA program staff
- Collaborate with Marketing on development of collateral materials and other communications for individual and institutional donors and prospects
- Collaborate with Marketing and the Community Investment Team on the creation of meaningful volunteer opportunities for corporate employees that are aligned with UWBA programmatic interests.

Requirements and Qualifications:

- 7+ years of non-profit fund-raising or business experience in a senior management position: demonstrated track record achieving revenue generation of \$5M to \$10M+ annually through corporate support and individual giving,
- Successful major gifts fundraiser of five figures and up for multiple programmatic disciplines, preferably including fundraising in a human services environment
- Substantial experience with corporate relations and proposal development, donor cultivation and stewardship programs, special events, and data analysis
- Strong project, operational and strategic planner with demonstrated experience defining long term objectives and strategies for meeting goals, allocating resources according to priorities, and determining efficient and effective use of personnel and resources
- Expertise developing productive relationships, partnerships, and networks with high level community, business, and philanthropic leaders in a variety of business and community settings;
- Experienced manager and team leader within a structured environment; collaborative partner with colleagues across departments
- Articulate, professional, and persuasive presenter with outstanding written and verbal communications skills; ability to convey and adapt organizational messaging to particular audiences
- Adept problem solver and decision maker: provides early identification of challenges and opportunities; proposes recommendations and solutions to meet the needs of donors and the organization; adjusts strategies in the face of changing economic realities
- Facility with Microsoft Office suite: Word, Excel, Adobe Acrobat, PowerPoint, and fluency navigating relational (donor) databases; ability to develop competency with UWBA internal systems (e.g., ANDAR, etc.)
- Bachelor degree required; Master's degree in Marketing, Business Administration or Public Administration preferred. Prior work experience in a human services environment desired.

Successful Candidates will also possess the following:

- Excellent communicator with individuals of all ages and backgrounds, communicates opposing points of view in a professional and compelling manner
- Understands styles, needs, interests, and perspectives of others and exhibits cultural sensitivity
- Is both proactive and operational; can initiate new ideas and develop new relationships as well as manage and delegate work in a fast paced working environment

- Effective team leader and manager: can motivate and support staff of varying levels of skills and experience, delegate effectively, and foster teamwork
- Ability to work well under pressure, meet deadlines, and adapt easily to changing circumstances and competing priorities
- Excellent judgment, problem solving, and consensus-building skills
- High ethical standards and strong work ethic; results oriented
- Self-confident, inspiring, creative, visionary, and compassionate
- Exhibits diplomacy and tact
- Values diversity and inclusiveness
- Exemplifies UWBA values: Respect, Integrity, Accountability, Compassion, Collaboration, and Continuous Improvement.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear, possess a valid CA driver's license and be willing to drive to appointments within the seven county Bay Area region. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

To Apply:

Submit resume along with cover letter including salary requirements to one of the following:

1. HRD, 221 Main St., Suite 300, San Francisco, CA 94105, OR
2. E-mail to hr@uwba.org, OR
3. Fax to 415-808-4406 (Attn: HR)