



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

Senior Relationship Manager

SUMMARY

This position is responsible for managing all aspects of fundraising for assigned portfolios aligned with United Way of Greater Rochester and the Finger Lakes and our mission to increase leadership donations to help our community thrive.

ESSENTIAL FUNCTIONS

- **Portfolio Account Management**
Cultivate and maintain a comprehensive relationship with all portfolio accounts: track employment and fundamental personnel changes. Develop a year-round relationship with coordinators, senior-level decision-makers, and donors. Implement a comprehensive workplace campaign plan to increase giving to the community fund effectively. Develop an effective cultivation strategy for individual leadership donors \$2500 and above annually.
- **Volunteer Support**
Identify prospective volunteers for strategic initiatives as outlined in the yearly campaign plan. Provide staff support to crucial portfolio volunteers within the Cornerstone and Roundtable portfolios as needed. Cultivate year-round relationships with essential volunteers.
- **Individual/Corporate/Volunteer Recognition**
Provide ongoing thanks and recognition. Develop key strategies to ensure that appropriate volunteer, corporate, and individual community fund donors are recognized on an ongoing basis.
- **Project Management & Staff Supervision**
Oversee the development and implementation of specialized initiatives and external department projects as assigned. Assist the Director of Development with staff supervision as needed.
- **Strategic Planning**
Assist the Director of Development in formulating and implementing a long-range strategic plan for the annual campaign effort.
- Consistently demonstrates the values and mission of United Way
- Perform other duties as assigned

SKILLS AND COMPETENCIES

- Upholds inclusion and equity values and possesses cultural humility
- Relationship Management
- Strong interpersonal skills
- Attention to detail
- Business acumen
- Strong oral and written communication skills
- Ethical/credible
- Initiative/self-starter
- Ability to conceptualize and develop strategies
- Goal Oriented
- Strategic thinker
- Experience with MS Word, Excel, and PowerPoint

FLSA CLASSIFICATION: Exempt

REPORTS TO: Director of Development

SUPERVISORY RESPONSIBILITY: Some supervisory experience is preferred

TRAVEL: Local travel to meet with donors

EDUCATION AND EXPERIENCE

Bachelor's Degree in a related field with three or more years of experience in fundraising, sales, relationship management or a related field; or an equivalent combination of education and experience. Previous not-for-profit experience is preferred.

HOW TO APPLY

Interested candidates should [CLICK HERE](#) to apply.

MISSION

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

VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners feel valued, connected, and empowered.

This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status, or status as a member of any other protected group or activity.

United Way of Greater Rochester and the Finger Lakes

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