

CAREER OPPORTUNITY:

SENIOR RELATIONSHIP MANAGER



SUMMARY

The primary responsibility for this position is to grow campaign revenue by prospecting, initiating, building, and/or sustaining relationships with a higher level portfolio of workplace partners. Assigned workplace partner organizations are generally those who are in the mid to upper tier of revenue generation and more complex/larger in their operations. This position spends 50% of its time in the community with our workplace partners planning and implementing their annual United Way Campaign; assisting with United Way events and/or representing United Way at other community events. The remaining 50% is a hybrid of United Way office and remote time spent collaborating with team members, prospecting, entering and reporting data, and strategizing new ways to raise funds for our non-profit community.

ESSENTIAL FUNCTIONS

Corporate Workplace Fundraising and Engagement:

- Define and develop partner strategies and provide support to workplace campaign activities to meet fundraising goals and increase annual campaign revenue within assigned portfolio.
- Attract and retain workplace donors and promote year-round engagement within all assigned portfolio accounts.
- Build cohesive relationships with workplace partner champions to elevate United Way's value proposition. Provides training and guidance to workplace champions/coordinators and provide support throughout the year.
- Increase participation and average gift amounts by educating and motivating employees through workplace presentations.
- Set goals and maintain accurate records to track progress through Customer Relationship Management (CRM) database.
- Tracks employment and fundamental personnel changes within the assigned workplace portfolio.
- Ensures timely collections and submission of company pledges and works with Finance to audit and report results.

Other:

- Under the direction of the Associate Director of Workplace Giving, implement the long-range strategic plan for the annual organization-wide campaign effort.
- Collaborates with the Annual Fund Manager to develop effective relationship management strategies for individual leadership donors (\$1000 and above) within the assigned workplace portfolio.
- Collaborates with the Associate Director of Strategic Partnerships, in developing and implementing a prospecting plan to continually engage new businesses in running workplace campaigns; providing team building or volunteer opportunities to employees; and sponsoring United Way events and/or programs.
- Collaborates with the Community Impact Team and Community Engagement and Stewardship Manager to connect workplace partners with meaningful funding and engagement opportunities with our nonprofit partners.
- Provide mentoring and guidance to Workplace Relationship Managers.
- Consistently demonstrates the values of United Way
- Performs 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
- Proficiency in MS Word, Excel, and PowerPoint

EDUCATION AND EXPERIENCE

Associate's Degree in a related field with 3 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.

REPORTS TO: Associate Director of Workplace Giving

SUPERVISORY RESPONSIBILITY: Some supervisory experience is preferred

TRAVEL: Local travel to meet with donors

FLSA CLASSIFICATION: Exempt

SALARY RANGE: \$60,500 - \$65,500

HOW TO APPLY:

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

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

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.

United Way of Greater Rochester and the Finger Lakes

75 College Avenue • Rochester, NY 14607-1009 P. 585 242-6400 W. UnitedWayROCLFX.org

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.

CULTURE STATEMENT

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

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.