



**United Way
of Greater Rochester
and the Finger Lakes**

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

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.

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.

JOB TITLE: RELATIONSHIP MANAGER

FLSA CLASSIFICATION: Non-Exempt

REPORTS TO: Director of Development

SUMMARY

This position is responsible for all fundraising planning and activities for an assigned portfolio. Work responsibilities include, but are not limited to: develop meaningful volunteer relationships; work with the Resource Development team to develop department strategies, develop and implement new initiatives to ignite workplace campaigns to raise money to help the Greater Rochester community.

ESSENTIAL FUNCTIONS

- Collaborates in strategic planning for the annual campaign
- Develops fundraising strategies for assigned portfolios
- Responsible for creating and meeting fundraising goals
- Maintains a database in Salesforce
- Partners with organizations in portfolio
- Works with assigned coordinators in portfolio to develop and implement a United Way presence at the workplace on a year-round basis, including leadership development cultivation, special events, and/or volunteer activities
- Makes presentations at workplace campaigns
- Responsible for data collection, analysis, reporting and integrity for assigned portfolios
- Collaborates on long-range planning initiatives for the Resource Development Department

- Provides training to Employee Campaign Coordinators, updates training materials, and facilitates volunteer recognition initiatives
- Consistently demonstrates the values and mission of the United Way
- Performs other duties as assigned

SKILLS AND COMPETENCIES

- Effective communication
- Business acumen
- Communication proficiency
- Ethical/credible
- Goal oriented
- Initiative/self-starter
- Relationship management
- Strategic thinker

SUPERVISORY RESPONSIBILITY

None

TRAVEL

Travel is primarily local during the business day.

EDUCATION AND EXPERIENCE

Associate's Degree in a related field from an accredited program, 2 years of experience in fundraising, development, sales, customer service or related field, or equivalent combination of education and/or experience. Previous not-for-profit experience preferred.

HOW TO APPLY

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made 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 on the basis of 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.