**Summary**

This position is responsible for assisting to strategically identify, cultivate and steward donors to align with United Way of Greater Rochester and the Finger Lakes and our mission, with the purpose of increasing leadership donations to help our community thrive.

**Essential Functions**

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

* Manage a portfolio of 50-100 Tocqueville Society prospects and donors
* Responsible for tracking all activity and opportunities for measurable results
* Assist in developing the pipeline for Tocqueville Society under the guidance of Sr. Major Gifts Officer
* Provide support for Tocqueville Society events
* Staff lead on planned giving
* Develop strategy to identify, cultivate, and solicit donors for planned gifts focusing on loyal donors
* Provide leadership in planning and execution of McCurdy Society (all those who include UW in their estate plans) stewardship with manager guidance
* Participate and engage with UWW on planned giving staying informed of the latest trends and information shared
* Collaborate with the President & CEO and Senior Staff on cultivation, solicitation and development of planned giving as needed
* Provide support on major gift projects as needed
* Be a steward for United Way’s brand, value and missions to donors
* Consistently demonstrates the values and mission of the United Way
* Perform other duties as assigned

**Skills and Competencies**

* Relationship management
* Business acumen
* Highly developed communication skills
* Creative/innovative
* Ethical/credible
* Goal oriented
* Strategic thinker

**FLSA Classification:** Non-Exempt

**Salary Range:** $30.00 - $31.80 AN HOUR ($58,500 – $62,010 annually)

\* The expected rate of pay for this position is shown above. Compensation offers are based on a wide range of factors including relevant skills, training, experience, education and, where applicable, licenses or certifications obtained. Market and organizational factors are also considered.

**Reports to:** Sr. Director of Major Gifts and Strategic Fundraising Initiatives

**Supervisory Responsibility:** None

**Travel:** Local travel to meet with donors

**Education and Experience**

**Required:** Bachelor’s Degree in related field with 3 or more years of experience in fundraising, sales, relationship management or related field; or equivalent combination of education and experience.

**Preferred:** Previous not-for-profit experience

**To apply:** [**click here**](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6622434)

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**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. 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.