



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION:

COMMUNITY RELATIONSHIP MANAGER

Join the team!

United Way of Greater Rochester 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 Greater Rochester with your time and talent.

Mission

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

Values

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with *integrity, action, caring, and teamwork*.

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.

Benefits

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, a flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment.

- Hybrid working arrangements (flexible working arrangement, with required on-site twice a week)

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success in making lasting connections.

Revised: 11/2023

SUMMARY

The Eastern Community Relationship Manager is responsible for community outreach, relationship stewardship, and cultivation throughout our footprint with a concentrated focus in the Eastern Region. The Community Relationship Manager is part of the Resource Development team and works collaboratively with the Regional Team and the Office of Community Impact to develop meaningful relationships; and department strategies; and implement new initiatives to ignite workplace campaigns and fundraising events to raise money to help the Greater Rochester and the Finger Lakes. The Eastern Community Relationship Manager develops and cultivates relationships to meet our mission so everyone in our community can thrive.

ESSENTIAL FUNCTIONS

- Collaborates in strategic planning for the annual campaign.
- Develop fundraising strategies for assigned portfolios.
- Responsible for creating and meeting fundraising goals.
- Maintains a database in Salesforce.
- Partners with organizations in Resource Development portfolio and non-profit community agencies.
- Works with assigned coordinators in the 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.
- Provide training to Employee Campaign Champions, update training materials, and facilitate volunteer recognition initiatives.
- Consistently demonstrates the values and mission of United Way.
- Performs other duties as assigned.

SKILLS AND COMPETENCIES

- Upholds inclusion and equity values and possesses cultural humility
- Effective communication
- Ability to speak publicly and deliver campaign presentations
- Business acumen
- Communication proficiency
- Ethical/credible
- Goal oriented
- Initiative/self-starter
- Relationship management
- Exceptional customer service
- Strategic thinker
- Organized and detail-oriented

FLSA CLASSIFICATION: Exempt

SALARY RANGE: \$55,350 - \$63,000 (higher rate dependent on experience, education, and skillset)

REPORTS TO: Regional Director

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Primarily local within our United Way of Greater Rochester and the Finger Lakes footprint during the business day. Some evening travel may be required with attendance at events. May require working from any of our 3 local offices in Canandaigua, Batavia, and/or Rochester. The position primarily focuses on the eastern territory/Finger Lakes region of Rochester.

EDUCATION AND EXPERIENCE

Associate 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 is preferred.

HOW TO APPLY

CLICK [HERE](#) to apply.

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absence, benefits, termination, employer-sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy-related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.