
CAREER OPPORTUNITY

**Director, Tocqueville Society and Education
Leadership Initiative
(Donor affinity groups)**

Posted: October 15, 2026	Application Deadline: November 2, 2026
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Organizational Summary

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried-and-true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

Today, UWCI employees are dedicated to authentically engaging nonprofits, businesses, elected officials, community leaders, and those with lived experiences to collaborate and implement long-lasting solutions. UWCI remains committed to building upon its work to eliminate barriers and challenges for all central Iowans. Our overall strategy – United to Thrive – creates an imperative that all individuals in the community should not just survive but thrive. The United to Thrive five focus areas include Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being. See the link above for more information about our organization.

Position Summary

The Director, Tocqueville Society and Education Leadership Initiative builds and sustains trusted relationships with donors, prospective supporters, and volunteer leaders while managing two individual donor affinity groups that support the organization's community impact strategies. Affinity groups unite donors with shared passions, empowering them to direct their giving, volunteering and advocacy toward the causes they care about most. Tocqueville Society members contribute \$10,000 or more annually, and the funds are strategically invested to

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create measurable and lasting changes in our community's most urgent issues. Education Leadership Initiative (ELI) members focus on helping students stay on a path to graduation and gaining essential building blocks for a better life.

The director will work closely with the Individual Engagement Officer for Tocqueville growth strategies that move donors into deeper levels of engagement and support. This position will also have direct accountabilities for leading, supporting and implementing ELI strategies. This position incorporates the organization's strategic imperative around equity within areas of responsibility. Please visit the organization's website (address above) for more information about each affinity group.

The qualified candidate for this position will have strong relationship building skills and three to five years of progressive responsibility in fundraising and donor engagement. Experience with volunteer management, sales, relationship management, membership organizations, or nonprofit leadership may be considered. Experience cultivating relationships with leadership-level donors and soliciting significant financial contributions is highly preferred. The candidate will demonstrate the ability to communicate effectively with donors and senior leaders, adapt their approach to the audience, and exercise sound judgement and discretion. Experience working with volunteers and committees, along with event planning and project management, is preferred. A passion for the organization's nonprofit mission to advance a thriving community is a must.

We offer a full benefits package and a hybrid work schedule of 3 days in the office and 2 days remote after 90 calendar days of employment for this full-time position. The starting salary range is \$72,000 – 82,000 depending on relevant experience. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

Essential Accountabilities Include (but not limited to):

Tocqueville Society

- Under the strategic direction of the Individual Engagement Officer, independently lead the day-to-day engagement, stewardship, and operational management for the Tocqueville Society, coordinating on donor strategies and sensitive matters as needed.
- Work closely with the Individual Engagement Officer to develop engaging donor experiences and annual Tocqueville engagement and membership retention plans that support Tocqueville growth and stewardship objectives.
- Partner with the Individual Engagement Officer to identify prospective Tocqueville members and upgrade opportunities to major gift, President's Circle, Tocqueville upgrade, planned giving and endowment opportunities.
- Project manage events, including the annual Tocqueville Celebration.
- Coordinate Tocqueville caller activities, volunteer outreach efforts, and the annual Tocqueville Award process, including coordination with volunteer leadership, UWCI leadership and award recipients.

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Education Leadership Initiative (ELI)

- Provide overall leadership, strategy, and execution for the Education Leadership Initiative (ELI).
- Develop and implement annual goals related to revenue, membership growth, retention, donor engagement, and volunteer leadership.
- Cultivate, steward, and manage relationships with ELI members, prospects, corporate partners, and community stakeholders.
- Lead ELI Investment Committee activities and coordinate the investment review process.
- Coordinate site visits, educational experiences, volunteer opportunities, and member learning events.

Essential Accountabilities for both affinity groups:

- Recruit, train, support, and recognize volunteer leaders, advisory groups, committee members and engagement ambassadors.
- Coordinate member communications, newsletters, invitations, and engagement opportunities in collaboration with the Strategic Communications and Advancement staff.
- Actively manage a portfolio of donors and prospects through personalized outreach, relationship building, and consistent follow through to strengthen retention and giving.
- Coordinate membership tracking, designation follow-up, and donor information management with the appropriate Advancement staff.
- Partner with other donor engagement staff to strengthen donor engagement pathways and support organizational fundraising priorities.

Competencies Required:

- **Relationship Building:** Ability to establish and maintain productive relationships with donors, volunteers, community leaders, corporate partners, and colleagues.
- **Customer Focus:** Demonstrates a commitment to providing exceptional donor and volunteer experience.
- **Volunteer Leadership:** Ability to recruit, engage, motivate, and steward volunteer leaders and committees.
- **Professional Judgement:** Demonstrates discretion, strong listening skills, and sound judgement in sensitive conversations. Recognizes when to act independently and when to seek guidance.
- **Equity understanding:** Ability to incorporate the organization's equity strategies into areas of accountability.

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- **Project Management:** Ability to organize, coordinate, prioritize, and execute multiple projects and events simultaneously.
- **Communication – Oral and Written:** Ability to clearly communicate information to varied audiences through presentations, meetings, reports, correspondence, and donor communications.
- **Collaboration:** Ability to work effectively across departments and build productive partnerships.
- **Problem Solving:** Ability to identify challenges, develop solutions, and manage competing priorities.
- **Self-Motivation:** Works independently while maintaining accountability for goals and results.
- **Analytical Skills:** Ability to interpret data, monitor results, identify trends, and inform strategy.

Education:

- Bachelor's degree preferred. Relevant fundraising, donor engagement, volunteer management, nonprofit leadership, or relationship management experience may be considered in lieu of some educational requirements.

Experience:

- Three to five years of progressive experience in fundraising and donor engagement. Experience in volunteer management, sales, relationship management, membership organizations, or nonprofit leadership may be considered.
- Demonstrated success building and managing relationships with donors, clients, senior executives, or community leaders. Experience working with volunteers and committees preferred.
- Event planning and project management experience preferred.
- Proficiency in Microsoft Office applications including Word, Excel, Outlook, and PowerPoint required. Experience using donor databases, CRM systems, reporting platforms, and constituent management tools preferred.
- Valid driver's license and reliable transportation for local travel. Ability to attend occasional early morning, evening, and community events.

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.