

CAREER OPPORTUNITY:

Tocqueville Society Director

Position Posted: 3/19/2021	Application Deadline: 4/2/2021
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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

Position Summary

The Tocqueville Society Director supports and advances United Way of Central Iowa's (UWCI) mission of improving lives by identifying, developing, and maintaining relationships with individuals and organizations to attract and sustain resources to support UWCI's Community Impact agenda. This position focuses on cultivating and stewarding major and planned gift donors and will also work with other Donor Engagement staff to sustain and grow overall Leadership Circle giving. This position focuses on relationship building strategies that create a consistent, positive experience for donors at every touch point. In addition to relationship management of our top individual donors, this position also has responsibility for managing United Way's relationship with one of our top corporate partners, called our Chair's Group. Managing this relationship includes planning and executing an employee giving campaign at the company. The Tocqueville Society Director reports to the Chief Donor Engagement Officer.

The successful candidate will have strong relationship building skills that cultivate donor engagement and connection to UWCI's mission work. Excellent interpersonal communication skills are a must to facilitate proactive communications with donors, be responsive to donor inquiries and anticipating donor needs. The person in this position must be self-directed to engage with donors and to organize and plan for events. This position is also part of a dynamic fundraising team and must be a team player to focus on department and organizational goals. Individuals with diverse backgrounds and experiences are highly encouraged to apply for this position.

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our

Fostering an Equitable, Engaged, Empowered Community



Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to reach our aspiration to “Engage Community to Empower All.” In addition to a competitive salary and robust benefits package including health insurance, a dental and vision plan, paid life and disability insurance, and 401(k) with match, we offer the following:

- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- A commitment to diversity, equity and inclusion principles and practices
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- Develops and implements growth strategies to attract and sustain donors for UWCI.
- Advances donor engagement through a year-round action plan for building relationships with Tocqueville Society members and prospective Tocqueville Society members.
- Broadens major donor and planned gift strategies by working closely with the Chief Donor Engagement Officer.
- Manages Chair’s Group company relationship, including year-round engagement and assisting with planning and executing employee campaign
- Manages the tracking, updating, analyzing, and evaluating donor data.
- Identifies and assists in securing lead volunteers and solicitation teams.
- Collaborates with UWCI marketing staff to maintain strong communications that strengthen prospective and current donors’ knowledge of and connection with UWCI.
- Collaborates with the Community Impact staff to understand and effectively articulate the case for supporting UWCI’s United to Thrive strategies and programs to donors and potential donors,
- Tracks donor contributions and acknowledgments to ensure accurate, timely and appropriate donor information and communications.
- Serves as liaison with other UWCI departments, Tocqueville Society programs statewide, and United Way Worldwide, as appropriate.
- Organizes, manages, and executes on the annual Tocqueville Award selection process and the Annual Tocqueville Celebration.
- Ensures donor gifts meet UWCI’s designation policy and are updated annually by the designation policy deadline by working the with the pledge services area.
- Coordinate with team members on special donor volunteer events and engagement opportunities and serves on cross-functional teams that benefit the entire organization.

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Competencies:

- Relationship Building – Ability to establish and maintain a good rapport and cooperative relationship with donors, volunteers and coworkers. Demonstrated success in executive relationship management.
- Customer Oriented – Desire to serve donors and volunteers by focusing on meeting their needs, understanding their concerns and seeking to build trust.
- Project Management – Ability to plan, organize, staff, direct and control work tasks to meet a goal.
- Presentation Skills – Ability to effectively present information in front of a group.
- Communication, Oral – Ability to send verbal messages, and listen to others' responses in order to convey and comprehend information.
- Communication – Written – Ability to write concise, clear letters, reports, articles, or emails including proofing and editing.
- Creative – Ability to think in new ways that produce something new or lead to novel ideas.
- Problem solving – Ability to recognize courses of action that can be taken to handle problems and apply contingency plans to solve those problems.
- Self-motivated – Ability to reach a goal or perform a task with little supervision or direction.
- Analytical Skills – Ability to develop information and raw material into meaningful conclusions.

Experience:

- Five years of progressive experience in sales, fundraising, or
- Three years' experience in non-profit or university donor relations, preferably in major/planned gifts.

Education:

- Bachelor's degree preferred. Deep experience in fundraising with high level donors may be considered in lieu of some education.

Other Requirements:

- Overnight and long-distance travel occurs potentially 1-2 times per year.
- Good driving record, valid driver's license, and access to a car.

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.