



Fostering an Equitable, Engaged, Empowered Community

Career Opportunity **Director, United LEAGUE and LINC** Donor affinity groups

Posting Start Date: November 1, 2023	Application Deadline: November 17, 2023
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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
- For more information on the donor affinity groups go to:
 - www.unitedwaydm.org/united-league
 - www.unitedwaydm.org/LINC

United Way of Central Iowa employees are passionate about our mission of improving lives so individuals in our community can thrive, not just survive. If you are an individual who has a passion for reducing disparities and advancing equity in our community and has fundraising experience, please continue reading! We offer a hybrid remote work schedule, a robust benefit package and a competitive wage.

Summary

United Way of Central Iowa is seeking a fulltime director to oversee two donor affinity groups - **United LEAGUE** (Leadership, Equity, Advocacy, Giving, Unity, Excellence), a donor volunteer affinity group whose members identify as Black or allies with a focus on eliminating disparities and advancing equity in the community via Economic Opportunity, and **LINC**, a donor volunteer affinity group for young professionals with a focus on essential community needs. Members of these affinity groups support the organization's United to Thrive strategies through their participation in giving, advocacy, and volunteering. Please visit the organization's website (address above) for more information about each affinity group.

The ideal candidate must have a strong desire to motivate and support donors and volunteers to close disparity gaps in the community and to advance economic success and essential needs for all central lowans. Fundraising or related experience is necessary along with strong relationship building, networking

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and collaboration skills. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply."

The United LEAGUE and LINC Director is a part of the individual engagement team and reports to the Individual Engagement Officer. This position will have accountability for other fundraising strategies and programs as assigned. The starting salary range for this position \$68,500 - \$73,000 depending on relevant experience.

Essential Accountabilities Include (but not Limited to):

- Support UWCI's United to Thrive agenda by developing and implementing creative, customized growth strategies to attract and sustain resources for United LEAGUE (Economic Opportunity) and LINC (Essential Needs).
- Connect with donors and volunteers to develop engagement and plan professional development events to strengthen membership.
- As assigned, lead other fundraising strategies and support company relationships, including year-round engagement with key leaders and company influencers, assisting contacts in planning, and executing employee campaign and managing accounts through tracking, updating, analyzing, and evaluating data.
- Identify prospective donors and members both inside and outside traditional campaign settings and market segments by working closely with UWCI Campaign staff and company executives.
- Track investments and manage acknowledgement and recognition of affinity group members.
- Collaborate with UWCI marketing staff to develop and implement a comprehensive communication plan that strengthens prospective and current donor's knowledge of and connection with UWCI.
- Collaborate with the Community Impact team and partners to understand and effectively articulate how United LEAGUE and LINC dollars support the community.
- Identify and assist in securing lead volunteers and executive champions. Support all lead volunteer needs to ensure a positive experience with UWCI.

Competencies:

- **Relationship Building** – Ability to establish and maintain a good rapport and cooperative relationship with donors, volunteers, and coworkers.
- **Customer Oriented** – Desire to 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 specific goal.
- **Presentation Skills** – Ability to effectively present information in front of a group.
- **Communication, Oral** – Ability to send verbal messages, and listens to others' responses to convey information.

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- **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.
- **Strategic thinking:** Ability to think and analyze situations and opportunities that lead to a clear set of goals, plans, and new ideas that advance business objectives.
- **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.

Education:

- Bachelor's Degree. Extensive experience in fundraising and managing volunteers can be considered in lieu of some education.

Experience:/Requirements:

- Three to five years of progressive experience in sales, marketing, public relations, or fundraising.
- Volunteer management highly desired.
- Computer literate with experience in Word, Excel, and database management
- Working as a team member and independently
- Access to own vehicle, valid driver's license, and good driving record.

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 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, 401(k) with match and paid life insurance, we offer the following:

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



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- Wellness initiatives

United Way is an equal opportunity employer, and all qualified applicants 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 in need of an accommodation to apply for one of our jobs, please call 515-246-6516.