



## Job Vacancy Announcement

**Position Title: Donor Relations Manager**

**Position Type: Exempt, Full-Time**

**Experience Level Desired: Mid to Senior Level**

**Primary Duties & Responsibilities:** Develop strategies, tactics and implement steps to increase workplace and corporate giving. Actively pursue leadership giving strategies within assigned accounts. Plan, organize, lead and evaluate giving for United Way staff and volunteers in the assigned divisions (or target markets). Direct responsibility for the fund raising results of assigned divisions. Responsible for the coordination and accountability of annual campaign activities. Cultivate and maintain positive relationships with company decision-makers, volunteer coordinators, Loaned Executives (LEs), assigned cabinet representatives and volunteer solicitors assigned to accounts in division.

### Skills/Requirements:

- Proven track record in sales/marketing or a minimum of three-years direct-fundraising experience for a non-profit organization.
- Demonstrated ability to cultivate relationships with a wide range of local business leaders.
- Demonstrated ability to work with, and manage, volunteers a must.
- Demonstrated ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prioritize and balance competing demands.
- Ability to effectively lead groups utilizing solid public speaking and presentation skills.
- Ability to work independently and as a team, manage time effectively and follow-through on all commitments.
- Solid experience with Microsoft Word, Excel and PowerPoint - database experience a plus.
- Strong organizational, verbal and written communication skills.
- Ability to maintain confidentiality of classified information a must.
- Ability to work a flexed scheduled (some 'after hours' events/activities will be required).
- Personal transportation is required.
- Ability to lift up to 50 pounds.
- Special event planning background a plus.
- NSFRE or CFRE designation a plus!

**Education:** A Bachelors Degree in Sales, Marketing or equivalent combination of education and work experience in a related field.

### Benefits:

- Liberal paid time off policy
- Competitive benefits package
- The knowledge you're making a difference in our community
- Working with volunteers, agency partners and staff who are committed to helping others and creating lasting change in our community!

United Way  
of the Quad Cities Area

3247 East 35 Street Court  
Davenport, Iowa 52807  
Tel: 563.355.4310  
Fax: 563.355.3308  
[www.unitedwayqc.org](http://www.unitedwayqc.org)



United Way  
of the Quad Cities Area

**Deadline for applications:** Monday, February 1, 2010

**How to Apply:** Send resume *and* cover letter explaining why you would be an outstanding addition to our team to:

Margaret Lewis  
United Way of the Quad Cities Area, Inc.  
3247 E. 35<sup>th</sup> Street Court  
Davenport, IA 52807  
563-344-0336  
563-355-3308 (Fax)  
[mlewis@unitedwayqc.org](mailto:mlewis@unitedwayqc.org)  
[www.unitedwayqc.org](http://www.unitedwayqc.org)

*United Way is an Equal Opportunity Employer*