

**Date of Last Update: 04/10**

**Job Title:** Vice-President

**Reports to:** President/CEO

**Job Level/Status:** Management – FT Exempt

### **Position Summary:**

The Vice-President is the staff leader for large donor cultivation and solicitation, provides staff support to the annual Campaign Chair and is responsible for providing effective staff and volunteer leadership and strategic management for United Way of Delaware County. This requires establishing and building relationships with area community leaders to help achieve the mission and vision of United Way. The VP will develop an external presence within the business and non-profit community and is responsible for developing a workforce (both paid staff and volunteers) to support financial development. The VP is responsible for overall market analysis, trend analysis, campaign strategy development and implementation. This position reports directly to the President/CEO.

### **Job Responsibilities and Duties:**

#### **Development-**

- Effectively carry out management responsibility as major gifts leader and serve as a liaison to the volunteer campaign chair
- Develop and implement major donor acquisition strategies in conjunction with the President and volunteer leadership which reflect the mission, strategic goals and community impact plan
- Develops/maintains relationships with key stakeholders and funders
- Responsible for ensuring that large donors are thanked in a timely and effective manner
- In conjunction with the Community Impact Director, develops, implements and manages special giving initiatives, targeted at specific markets such as women, leadership givers, and major gifts

#### **Operations-**

- Works directly with the President to manage internal operations and supervise staff
- Participates in the budget development and cost management
- Design and implement training programs for volunteers and staff
- Assists in the identification and development of non-campaign related revenue opportunities
- Represents UWDC at various community events and, as required, speaks on behalf of UWDC
- Completes special assignments and projects as needed

### **Important Information:**

- Must have the ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets
- Must have the ability to manage and prioritize multiple tasks simultaneously
- Must have the ability and desire to meet, develop relationships, and work with a variety of people
- Expected to have a commitment to excellence and to the mission of UWDC

## **Core Competencies:**

### Builds Relationships

Initiates, builds and continuously strengthens relationships with all customers, internal and external, by constantly seeking, understanding, and responding to customer needs and wants.

### Acts and Thinks Strategically

Is guided in all work by UWDC's mission, vision, and strategic goals. Ensures that UWDC's plan of work and allocation of resources are aligned and deployed with UWDC's strategic direction. Continuously monitors interim and final results to measure progress, adjust tactics, and evaluate success, and set future goals.

### Achieves Results

Takes initiative, maintains a persistently focused effort, remains goal and results oriented, and continues to improve. Sets daily, weekly, monthly, quarterly, and annual project goals; creating specific plans to meet them.

### Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings, and diverse group presentations or meetings. Delivers information effectively in a variety of formats including letters, memos, analytical reports, grant proposals, and presentations.

### Exhibits Decisiveness

Exhibits the ability to take the initiative or risk required to identify problems, generate and evaluate alternatives to overcome them, and reach a decision on the most effective strategy for a given solution. Able to make quick decisions and take risks in order to achieve results

### Demonstrates Leadership

Provides leadership to achieve high quality, sustained results that create a consistently high performing organization.

### Influence Management

Able to make a persuasive argument to influence an audience; develops and uses subtle strategies to influence others; works to make others feel ownership in one's own solutions; identifies key decision-makers on issues of concern; develops and effectively uses networks, inside and outside of UWDC.

## **Job Requirements:**

Education: Bachelors Degree

Skills:

- Technical and analytical skills
- Strong communication skills
- Advanced computer abilities
- Management/supervisory skills
- Knowledge of solicitation and revenue generation techniques

Experience:

- 3-5 years experience in positions with progressively increasing responsibilities related to resource development including major donor solicitation
- Experience as an organization's representative to the community
- Experience working with and supporting volunteers
- Experience using written and verbal skills