

JOB POSTING
UNITED WAY OF THE GREATER TRIANGLE

Date: January 6, 2012

Position Title: Leadership Giving Manager

Reports To: Vice President of Leadership Giving

Job Status: Full-time

Position Description/Experience:

This position is responsible for the implementation and management of the long-term direction and growth of the African American Leadership Initiative (AALI) and Young Leaders Society (YLS) programs. The Manager is responsible for significantly increasing membership in, and contributions through, the AALI and the Young Leaders Society. In addition, the Manager is responsible for strategic planning, donor engagement, stewardship and communications for these donor segments.

Required Competencies: Understanding the Purpose & Business of UWGT, Technological Proficiency, Communicating Effectively, Building & Maintaining Relationships, Continuous Learning & Improvement, Analytical Thinking

Job Requirements:

1. A Bachelor's degree or higher.
2. Minimum 2 years experience working within a team environment dedicated to donor cultivation, solicitation and stewardship
3. Minimum 1 year experience in individual donor development
4. Thorough knowledge of the skills required in planning, organizing and directing volunteers to meet objectives and planned time-lines.
5. Strong interpersonal skills with the ability to work well under pressure, produce results, and meet deadlines.
6. Excellent written and verbal communications skills.
7. Understanding of database programs and donor development software.
8. Proficient in Microsoft Office applications.
9. Initiative and independent thinking with attention to detail.
10. Accountability for completing assigned tasks in an organized manner
11. Grassroots organizing skills a plus

Hiring Range: \$35-45K

IF INTERESTED, CONTACT:

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