

United Way of the Greater Lehigh Valley Job Posting

AVP Philanthropy and Donor Engagement (Senior Director Major Gifts)

Department: Resource Development

Supervisor: Chip Hurd, Chief Philanthropy Officer

Status: Salary, Exempt, Full-time

Salary Range: \$85k - \$95k base salary annually plus performance-based bonuses

Position Description & Accountabilities

Lead a major gifts team with a combined annual portfolio of \$15M and more than 300 donors giving at \$10K a year or more (United Way Tocqueville Society).

1. Qualify, cultivate, solicit and steward high level donors and prospects (55% of time)
2. Supervision of direct reports: 2-3 gift officers & 2-3 support staff (15% of time)
3. Create strategy for growth and retention of Tocqueville gifts (5% of time)
4. Provide RD Department Co-Leadership including staff lead of the Tocqueville Cabinet (5% of time)

Work Experience and/or Education

5-plus years of professional work experience in a range of ANY of the following: major gifts solicitation, donor stewardship, fund-raising, direct appeals, high net-worth individual sales, working with board and committee members in a not-for-profit setting;

3-plus years of professional work experience supervising employee direct reports.

Related education, certifications or degree considered in lieu of work experience.

Skills

Comfort and proficiency with presentation and compelling communication skills both one-on-one and with groups.

Proven experience in personal relationship building, socializing professionally in both intimate settings and at larger social events.

Familiarity with database software and customer service / donor management software.

Understanding of and commitment to the mission, vision, and goals of United Way.

Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 4%-6% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location

This position is based in our office in Allentown, PA and donors generally expect to meet in person. We do provide all staff with the technology necessary to work from outside the office and our gift officers are provided with laptops. Our policy requires that at least 70% of the work schedule is done in person either in our office or at donor meetings/events.

HOW TO APPLY

Interested candidates may apply via: <https://unitedwayglv.isolvedhire.com/jobs/778578-289205.html>

