



United Way of Central and
Northeastern Connecticut

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Workplace Giving team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

We are searching for an experienced **Partnership Manager** who is a leader in relationship management, fundraising, and enthusiastic about our mission to enhance and grow the state employee campaign.

As the **Partnership Manager** for the state employee campaign, you will be responsible for the strategic development, planning and execution of a successful annual giving campaign that provides employees an opportunity to give to qualified nonprofit organizations.

What you will do:

- Assist the state campaign cabinet with setting responsible and achievable revenue and employee participation goals for all state agencies in support of the state employee

giving campaign.

- Work with the state campaign cabinet to develop and execute agency/department campaign strategies, fundraising activities, special events and recognition.
- Serve as staff lead for annual training for state loaned employees, coordinators, and campaign committee.
- Work collaboratively with the State Campaign Cabinet, state employee campaign coordinators and state loaned employees to ensure timely collection of pledges, special event proceeds, and related materials.
- Work under the direction of United Way's Senior Partnership Manager to serve as primary contact and administrator for the annual State of Connecticut employee giving campaign.
- Works with other United Way departments to ensure all support functions are provided in a timely, quality fashion (ex., marketing communications, pledge processing, designation payouts, related reports, etc.)
- Attend state employee workplace campaign and special events as necessary.
- Perform other duties as required.

About you:

- Bachelor's degree in business or related field required.
- Minimum five years of experience in fundraising or sales required, with a proven ability to forecast financial goals and deliver positive outcomes.
- Ability to work in a fast-paced environment and juggle multiple priorities and adjust quickly to changing conditions.
- Valid driver's license and reliable transportation required, as well as the ability to travel locally and throughout the state, as required.
- Excellent written and oral communication skills.
- Attention to detail and accuracy in data entry are essential.
- Proficiency in Microsoft Office Suite required, and Microsoft CRM preferred.
- Working knowledge of state government and/or non-profit sector preferred.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT

Human Resources

30 Laurel Street

Hartford, CT 06106

Email: positions@unitedwayinc.org No phone calls please.

Job Closing Date: **February 10th, 2021**

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V