



United Way of Central and
Northeastern Connecticut

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,040 autonomous United Ways in our nation and 1,800 community-based United Ways in forty-five 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 Major Gifts team focuses on engaging local philanthropists in United Way's work and the impact we 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 a **Major Gifts Officer** to be part of our United Way team located in Hartford who is a leader in relationship management and fundraising, and enthusiastic about our mission.

The **Major Gifts Officer** is responsible for creating and implementing strategies to enhance and grow revenues from existing and prospective Leadership donors (\$1,000+). The Major Gifts Officer will be responsible for donor identification, qualification, cultivation, education, solicitation, and stewardship to enable the acquisition of Leadership Gifts to support United Way of Central and Northeastern Connecticut's work. They will cultivate, educate, solicit, and steward leadership donors and prospects through workplace campaigns, community-based efforts, effective communications, fundraising events, and engagement opportunities.

What you will do:

- Manage a portfolio of current and prospective Leadership donors. Through cultivation and engagement, develop deep, strategic, year-round, sustainable relationships with donors and prospects within portfolio.
- Develop and execute strategies to achieve annual revenue, donor retention, growth and acquisition goals relating to Leadership giving.
- Collaborate with the organization's Resource Development team to help develop and facilitate the execution of strategies in the Workplace to retain and grow Leadership giving invested in United

Way's *Community Investment* to support priority areas, as well as in specific United Way products.

- Work cross-functionally with internal departments to meet annual revenue and engagement goals through collaboration and cooperation.
- Utilize a consultative approach with donors and prospects, enabling United Way to be regarded by donors and prospects as their partners in philanthropy.
- Develop, execute/support engagement opportunities and events to educate, inspire and motivate current and prospective Leadership donors to act: Give, Advocate and Volunteer
- Support the maintenance of accurate donor data within the organization's CRM system; Ensure timely entry of notes from meetings, phone calls, etc. in such system.
- Provide outstanding donor service and recognition for organization's Leadership donors that reflects an attitude of thanks and gratefulness.
- Maintain an understanding of community goals and initiatives, focus areas, successes, and overall results to effectively communicate to donors and at community events
- Attends internal and external meetings and community events as required.
- Other duties as assigned.

About you:

- Five (5) plus years' experience in fundraising or sales required with demonstrated success. Bachelor's degree preferred.
- Experience and understanding of consultative sales/fundraising and engagement approach preferred.
- Experience using donor prospecting tools (e.g., iWave, DonorSearch, LexisNexis, etc.)
- Excellent written and oral communication skills; the ability to inform, inspire and connect donors and prospects to United Way's work in the community.
- Strong customer service skills.
- Demonstrated ability to build strong internal partnerships and work within cross-functional teams.
- Ability to work in a fast-paced environment, manage multiple priorities, meet deadlines and take initiative with minimal supervision.
- Proficiency in Microsoft Office environment required, including a strong understanding of Microsoft Excel.
- Experience with data management systems strongly preferred.
- Commitment to excellence and to the mission of United Way.

Application Information

Qualified applicants should submit a resume and a cover letter describing 1) their 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.

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

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of

Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will likely meet 100% of the qualifications. We look forward to your application.