Position: CORPORATE ENGAGEMENT DIRECTOR  
Hiring Organization: United Way of Salt Lake (UWSL)  
Department: RESOURCE DEVELOPMENT  
Reports to: SENIOR DIRECTOR OF CORPORATE ENGAGEMENT  
Date Prepared: September 2017

ORGANIZATION SUMMARY
United Way of Salt Lake (UWSL) is bringing together powerful partnerships to build lasting social change in our community. We envision an inclusive community where all people achieve their human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. And, the work we are doing in our community is creating change that will last for years to come. Our wages are competitive, the benefits package is comprehensive, and perks like flexible schedules and staff parties make every day unique. We have also been named one of Utah Business’s Best Places to work, three years running.

POSITION SUMMARY
The Corporate Engagement Director plays an important and visible role within UWSL and the community. Working under the direction of the Senior Director of Corporate Engagement (SDCE), the Corporate Engagement Director helps set the tone for resource development innovation. He or she will work closely with the Sr. Director of Corporate Engagement to develop, implement, and refine a strategic plan to increase retention and growth of corporate donor base and related financial resources in support of UWSL’s mission.

ESSENTIAL FUNCTIONS
1. Provides vision and leadership to develop, implement, and refine a strategic plan to secure financial and other resources from current organizations and their employees within the workplace.
2. Researches, develops, and implements new strategies and best practices to strengthen resource development results
3. Grows revenue by strengthening existing relationships through innovation and development of new ideas for organization and employee involvement:
   a. Cultivates and oversees relationships with current and prospective donors, with strong executive-level attention, through personal contact, including: phone calls, email, written correspondence, and visits; sets appointments and meets with prospects and current donors, recording all relevant interactions in our system; works closely with Sr. Director of Corporate Engagement to manage key staff and volunteers in resource development efforts
   b. Learns the nuances of UWSL corporate engagement through leading relationships in his or her own portfolio of corporate partners
4. Establishes, monitors, and reports fundraising goals and revenue to Sr. Director of Corporate Engagement; prepares information that will be presented in other meetings, including those for the Board of Directors; maintains accurate records and develops and manages related processes
5. Manages, coaches, and supports a team of Corporate Engagement fundraisers:
   a. Creates a supportive team environment focused on progressive sales techniques and develops strategies to improve related activities
b. Responsible for and motivated by the success of the entire team’s efforts, helping develop and implement fundraising strategies to support

6. Oversees accurate use of Constituent Relationship Management (CRM) software by Corporate Engagement Advisors, especially as it relates to revenue projection and goal setting features; refines and implements best practice training of CRM tool

7. Works with Business Development Manager to ensure new business companies receive the highest levels of customer service and onboarding; implements strategic plan for new business in conjunction with Sr. Director of Corporate Engagement

8. Researches and implements ongoing fundraising training opportunities to provide Corporate Engagement Managers with world-class tools to better understand sales and donor cultivation and stewardship

9. Collaborates with others to achieve the optimal use of organizational resources; provides leadership and maintains good working relationships with colleagues

10. Performs other duties as assigned

REQUIRED COMPETENCIES
- Proven ability to build and maintain business and personal relationships
- Proven ability to innovate and operate effectively both independently and when leading a team
- Masterful ability to communicate, including: interpersonal, listening, writing, presentation and public speaking
- Ability to direct work, develop talent, and manage conflicts
- Ability to work well with and inspire confidence in United Way volunteer leadership, staff, and current and prospective donors, including high-wealth, business, and community leaders
- Intermediate to advanced proficiency Microsoft and Google Suites
- Knowledge and experience using CRM software (experience with Salesforce a plus)

QUALIFICATIONS
- Bachelor’s degree in applicable field
- 3 years of relevant experience in fundraising or sales
- Proven experience improving sales or fundraising results
- Management and leadership experience

PHYSICAL REQUIREMENTS
The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL facilities to set-up displays and presentations in both physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

BENEFITS
This is an exempt position, salary level is tiered and commensurate with experience and performance.

APPLY
Send complete applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at http://www.uw.org/about-us/careers.html