

Position: CORPORATE ENGAGEMENT ADVISOR
Department: Marketing & Development
Reports to: Senior Director of Corporate Engagement
Date Prepared: July 2018

THE ORGANIZATION

United Way of Salt Lake's (UWSL) mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive; our core values are: Relationships, Results, Innovation, and Continuous Improvement. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. We offer competitive compensation including a comprehensive benefit package, generous paid time off, and flexible schedules—all contributing to our unique company culture.

POSITION SUMMARY

Corporate Engagement Advisor (CEA) solicits individual and corporate investments in UWSL through year-round management of a workplace giving account portfolios. The CEA is responsible for maintaining and building current corporate partnerships to ensure ongoing donor revenue, corporate gifts and sponsorships. Responsible for daily partner engagement, preparing projections, updating forecasts and recording donor activity. Ensure timely recording and recognition of donor gifts. Continuously identify trends and opportunities to maximize revenue and increase donor loyalty.

ESSENTIAL FUNCTIONS

1. Articulate UWSL's mission and vision to diverse company and community audiences through group presentations and individual conversations
2. Set measurable goals related to relationship management and corporate revenue forecasts
3. Seek out new and innovative ways to develop resources within existing partnerships, including but not limited to corporate gifts and sponsorships
4. Collect and record campaign data, evaluate results and proactively propose recommendations and improvements
5. Organize and execute special projects that support the greater corporate engagement team
6. Maintain appropriate and consistent communication with new and existing corporate partners-providing an exceptional experience
7. Provide corporate partners with training and support to engage their employees year-round in giving campaigns, calls to action, sponsorships, and volunteer opportunities
8. Respond to donor/partner questions and requests; resolve issues in a timely manner
9. Maintain detailed records and reports, to develop projections, and update forecasts.
10. Update account dashboard and prepare weekly revenue forecast reports; and other committee level reports as requested.
11. Build meaningful, ongoing relationships with individual donors, volunteers, and advocates

12. Identify new corporate partners that are inspired by social change and/or connect with UWSL's mission and vision
13. Thoughtfully influence corporate partners to deepen their engagement and increase their level of support
14. Continuously navigate the development process and donor cultivation cycle effectively.

REQUIRED COMPETENCIES

- **Communication.** Ability to write, speak and present to diverse stakeholders and audiences, and to persuade and motivate skillfully. Able to write persuasive, clear, and concise emails with minimal guidance, but prefers face-to-face and phone conversations first.
- **Outward-Facing Leadership.** Possesses the keen ability to establish, maintain, and develop strong working relationships; demeanor, appearance, and communication style is very professional.
- **Self-Management.** Takes initiative and operates effectively, even when things are not certain, when conditions are shifting, or the way forward is not clear. Ability to track and follow-up on detailed communications.
- **Proactive.** Ability to discern new opportunity and is comfortable presenting ideas to leaders. Keeps supervisors informed about donor/relationship environment.
- **Problem solver.** Ability to not just execute on established solutions but also ask questions and observe situations and come up with improvements/solutions. Proven ability to identify project specifications, including when an end user has an incomplete sense of their needs
- **Results.** Thrives in an environment where he or she is expected to create appropriate, measurable goals and participate in regular progress reports. Holds self to a high standard of success.

QUALIFICATIONS

- 3 years of sales experience, fundraising preferred
- Bachelor's degree, or equivalent work experience
- Proficient at Google and Microsoft Office Suites
- Experience using CRM (Customer Relationship Management) software; Salesforce preferred

PHYSICAL REQUIREMENTS

The employee regularly communicates with internal and external stakeholders and is required to communicate clearly, in oral and written formats and must be able to exchange accurate information. 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 work primarily from UWSL during core business hours. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

BENEFITS

This is a full time, non-exempt position. Wage to commensurate with experience.

APPLY

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact jobs@uw.org if you have any questions regarding employment opportunities.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.