



United Way of San Antonio
and Bexar County

TITLE:	Development Manager, Giving Societies		
DEPARTMENT:	Resource Development	Grade:	
IMMEDIATE SUPERVISOR:	Vice President, Individual Giving and Major Gifts	EXEMPTION STATUS:	Non-Exempt
DATE POSTED:	9/1/2022	EXPIRES:	Until filled
JOB LOCATION:	San Antonio, Texas	SALARY RANGE:	\$50,000-\$60,000

ABOUT US

United Way of San Antonio and Bexar County is dedicated to improving people’s lives by helping individuals and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes, and investing in programs and initiatives that help those in need and prevent problems from happening in the first place. Improving quality of life and advancing the greater good involves focusing in four Impact areas: 1) preparing children for kindergarten 2) encouraging students to graduate and reach their full potential 3) helping individuals and families become self-sufficient, and 4) providing a safety net of services for those in crisis.

JOB SUMMARY

The Development Manager of Giving Societies is responsible for the strategy development, engagement and retention, volunteer management, fundraising, execution, and follow-up related to United Way of San Antonio and Bexar County’s (UWSA) Leadership Giving Societies (\$500-\$9,999). Working closely with the Vice President of Individual Giving and Major Gifts, the Manager will be focused on developing and cultivating relationships at United Way through the achievement of revenue and membership goals for the Leadership Giving Societies, creating a pipeline for increased giving year after year.

Donors who contribute \$500 or more annually to United Way of San Antonio and Bexar County are recognized as Leadership Donors.

DUTIES AND RESPONSIBILITIES

- Development and implementation of a system and process to promptly thank all leadership donors \$500–\$9,999
- Development and Implementation of Leadership Societies (Alamo, Tejas, Bejar, and Briscoe) Strategies:
 - Defining recognition structure and benefits
 - Development of a marketing plan to re-launch societies
 - Work with UW Event Manager to coordinate an annual Leadership Giving Reception in the Spring
 - Frequent analysis of Leadership donor data \$500+
 - Identify systems and processes to track donors throughout the year continuously
 - With guidance from VP, set and achieve year 1, 2, and 3 targets for overall revenue, recruitment, engagement, retention, growth, and membership goals for giving societies
- Establish and staff volunteer committees to assist with the re-launch of the societies
- Create and manage Leadership Giving engagement strategy
- Actively engage Leadership donors year-round, including but not limited to phone calls, personal visits, and engagement opportunities to gain feedback, maintain relationships, and facilitate the closure of annual leadership gifts

- Use data analysis to identify trends and solutions, troubleshoot, and ensure the timely achievement of goals. Use the strategic analysis of data to drive programming and engagement, and the overall performance of assigned segments
- Work closely with affinity group leadership (Women United and Emerging Leaders) to coordinate activities that do not conflict and determine prospective donors for the leadership giving pipeline
- Work closely with the Corporate Engagement staff to determine opportunities to communicate the importance of leadership giving and strategies to increase leadership giving
- Manage a small portfolio of individual donors contributing \$5K or more
- Evaluate the need for an affinity group focus on retirees.
- Maintain a solid understanding of United Way's mission, vision, and funded initiatives

Interaction (Internal and External):

- Interact with all UWSA departments: Finance (re: donor gifts, sponsorships, designations, etc.), Impact Strategies (planning and executing engagement opportunities with an education programmatic focus, etc.), Resource Development (donor gifts, allocation of designations, event-related donor expenses, etc.), Marketing (messaging, materials, etc.)
- External interaction: donors, volunteers, staff at other non-profits, clients, area businesses, government agencies, the general public, community leaders, educators, elected officials, and media representatives --- at all levels (CEO's, executive teams, senior managers, mid-level, young professionals, etc.)

EDUCATION AND EXPERIENCE

Education

- Bachelor's degree preferred and master's degree in related field preferred

Experience

- A minimum of five years professional work experience required, with two or more years previous experience in nonprofit fundraising.
- Advanced computer skills, including experience with Microsoft office products (specifically Outlook, Word, Excel, PowerPoint), required.
- Excellent negotiation, analytical, organizational, time management, and interpersonal skills.
- Excellent written and verbal communication skills required, including public speaking and presentation skills.
- Demonstrated ability to listen effectively and solicit information from others. Demonstrated project management skills, including the ability to balance multiple projects in varying degrees of implementation.
- Demonstrated ability to manage a group of key volunteers and advocates
- Demonstrated track record of creating, growing, and retaining strong customer relationships.
- Demonstrated ability to work cooperatively and flexibly as part of a team.
- Demonstrated ability to work with minimal supervision.

BENEFITS

- Employer-subsidized healthcare plan with employer-funded HRA offered
- Group dental, vision, life insurance and other insurance products available
- Paid holidays, volunteer, days, personal days and sick leave time
- 403(b) retirement plan with employer matching available

WORK ENVIRONMENT

- Normal office environment with little exposure to dust, noise and extreme temperatures.
- Reliable personal transportation required.
- Lift or move up to 20 lbs.
- Stoop, kneel, crouch or crawl

SPECIAL SKILLS / INFORMATION

Dynamic leadership, exceptional relationship building, business development and fundraising/sales, results orientation, strong written and verbal communication skills, strategic relationship management, entrepreneurial and innovative, volunteer management, event planning and donor recognition

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.

APPLY

To submit your application visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact uwjobs@unitedwaysatx.org should you experience problems submitting your application.

United Way of San Antonio and Bexar County is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information or any other status protected by federal, state or local law.