

# United Way of San Antonio and Bexar County

## Job Description



United Way of San Antonio  
and Bexar County

<b>TITLE:</b>	Senior Manager, Labor Services		
<b>DEPARTMENT:</b>	Resource Development	<b>GRADE:</b>	22
<b>IMMEDIATE SUPERVISOR:</b>	Vice President, Labor Services	<b>EXEMPTION STATUS:</b>	Exempt
<b>DATE POSTED-INTERNAL:</b>	4/18/2023	<b>EXPIRES:</b>	5/23/2023
<b>DATE POSTED-EXTERNAL:</b>	4/25/2023	<b>JOB LOCATION:</b>	San Antonio, TX
<b>SALARY RANGE:</b>	Commensurate with Experience	<b>RELOCATION ALLOWANCE:</b>	No
<b>WORK MODALITY:</b>	On-site	<b>EMPLOYEE CLASSIFICATION:</b>	Individual Contributor

### ABOUT US

United Way of San Antonio and Bexar County unites the community to identify and solve our most critical issues. We are dedicated to improving people's lives and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes and investing in programs that prevent problems from happening in the first place for those in need. Improving quality of life and advancing the greater good involves focusing in four impact areas: preparing children for kindergarten; empowering students to graduate and reach their full potential; helping individuals and families become self-sufficient; providing a safety net of services for those in crisis.

### JOB SUMMARY

United Way of San Antonio and Bexar County and the labor movement have enjoyed a beneficial and long-lasting partnership that has engaged hundreds of thousands of working people--union members and non-members alike--in programs that benefit our local community.

The Senior Manager of Labor Services position will establish, grow, and strengthen relationships with key stakeholders in the San Antonio community that currently or are likely to support the United Way of San Antonio's mission to unite the community to solve critical issues. Responsibilities include relationship-building, fundraising, volunteer recruitment and training, and administration functions.

### PRIMARY DUTIES AND RESPONSIBILITIES

#### Relationship Building, Community Engagement, and Community Impact:

- Establish and maintain a working relationship between members of organized labor and the United Way of San Antonio and Bexar County.
- Work with the United Way Community Impact staff and Central Labor Council (CLC) to determine where Impact Council goals align with the goals of the local labor movement and develop plans for increasing labor participation to achieve those goals.
- Develop effective relationships with AFL-CIO, Central Labor Council, and local unions in the jurisdiction covered by United Way.
- Identify opportunities to build and foster a strong partnership between the local labor movement and the United Way.
- Represent labor across United Way's departments, including community impact, resource development, communications, marketing, and other areas, and develop strategies to demonstrate the labor partnership's value with United Way.
- Organize community service opportunities that are aligned with the United Way's and labor's mutual impact goals and recruit volunteers to ensure successful events.
- Participate and assist in organizing events that are of mutual benefit.
- Connect union members to essential services, including referring members to United Way's 2-1-1 program in times of need, such as natural disasters and economic downturns.

---

## **Fundraising**

- Develop and support joint Labor-Management campaigns by analyzing data and developing strategies based on the evaluation of previous results and additional research.
- Develop and implement effective engagement and stewardship strategies for accounts to clearly demonstrate the value of the partnership with United Way
- Develop labor (unions and members) participation recognition programs and materials.
- Provide best practice examples of corporate, employee, individual, and/or special event fundraising approaches.
- Develop, in conjunction with volunteers, financial and non-financial goals for assigned divisions in keeping with the overall campaign objectives.
- Ensure that accurate and up-to-date information is maintained in the database for assigned campaigns.
- Develop plans to engage unionized employees within United Way corporate partners for better campaigns.
- Develop a comprehensive fundraising plan that engages unions and employers to ensure successful workplace giving campaigns.
- Participate in other workplace campaigns, perform other duties, and assume additional responsibilities as assigned.

## **Volunteer Recruitment and Training**

- Develop and implement volunteer recruitment strategies that enable the United Way and the labor movement to achieve Community Impact goals of mutual interest.

## **Administrative Functions:**

- Develop an annual work plan.
- Participate in United Way meetings, including local United Way staff meetings and conferences.
- Attend Regional Labor Council meetings, including staff meetings as appropriate.
- Participate in education and training programs and conferences of the AFL-CIO and United Way on topics of mutual interest.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field recommended.
- A minimum of two of fundraising experience, with demonstrated success cultivating a donor base (preferred)
- Knowledge of and experience with the San Antonio and Bexar County philanthropic community desired.
- Experience with CRM/database management.
- Experience using virtual platforms for presentations and/or setting up virtual meetings.

## **KNOWLEDGE, SKILLS & ABILITIES INFORMATION**

- Excellent organizational, project management, and time management skills.
- Ability to work independently and take full ownership of assignments.
- Excellent collaborator and team member, able to work well with individuals at all levels of the organization.
- Ability to set expectations, establish priorities and manage multiple projects in a fast-paced development department.
- Outstanding written communication skills—for proposal preparation, communications with donors, and reports (such as newsletters and annual reports)—and oral communication skills for individual and group interactions and presentations.
- A personal leadership and management style that promotes collaboration and accessibility.
- A commitment to community service.
- An entrepreneurial spirit and creative approach to strategy development.
- The ability to thrive in an environment characterized by significant growth, diversity, and consistent change.
- Ability to prioritize and multi-task while working efficiently and addressing various considerations under deadlines.
- Proficient in Microsoft Office Suite.
- Competent with Adobe Products Suite, preferred.

## **SPECIAL SKILLS**

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

## UNITED WAY COMPETENCIES

X

### Core Competencies (all United Way Professionals):

Mission Focused, Relationship Oriented, Collaborator, Results Driven, Brand Steward

### Leadership Roles Competencies (building on Core Competencies): (check for People Leaders)

Talent Management & People Development, Business Acumen & Strategic Direction, Operational Planning & Execution, Outward Turning

### Senior/Functional Level Leadership (C-Suite and SVPs): (check for Senior Leaders)

Strategic Community Collaboration, Deep Community Expertise, Product Development and Implementation, Donor Influence, Volunteer Engagement, Advocacy and Public Policy

## BENEFITS

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

## WORK ENVIRONMENT

- Normal nonprofit office environment with little exposure to dust, noise and extreme temperatures.
- Extended work on personal computing equipment, telephone, multi-functioning printer and calculator.
- Reliable transportation is required with the ability to travel to and from meetings, training sessions or other business-related events locally, routinely and around the state and nationally, occasionally.
- Monday-Friday, 8:15 am to 4:45 pm work week with occasional evening and weekend hours.

## PHYSICAL DEMANDS

- Sedentary work on a PC; sitting for extended periods of time, routinely.
- Movement within the office and during external meetings and events, regularly.
- Bends, stoops and twists, occasionally.
- Exerts up to 25 lbs. of force, occasionally.
- Facilitates, presents and collaboratively interacts with others, routinely.
- Perform repetitive tasks, i.e., typing and texting, routinely.

*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](mailto:uwjobs@unitedwaysatx.org) should you experience problems submitting your application.

*United Way of San Antonio and Bexar County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*United Way of San Antonio and Bexar County is committed to the full inclusion of all qualified individuals. As part of this commitment, UWSA will ensure that persons with disabilities are provided reasonable accommodations if reasonable accommodation is needed to participate in the job application, interview process, or to perform essential job functions, and/or to receive other benefits and privileges of employment.*

**INTERNAL USE ONLY**

EFFECTIVE DATE OF JOB GRADE: 4/18/2023

EFFECTIVE DATE THIS REVISION: 4/18/2023

<b>EMPLOYEE SIGNATURE:</b>		<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES SIGNATURE:</b>		<b>DATE:</b>	