



United Way of Anchorage

**Title:** Philanthropy Officer

**Supervisor:** Director of Community, Foundation and Corporate Investments

**Salary Range:** \$68,000 - \$74,000 DOE

**Hours of Work:** 8:00 a.m. to 5:00 p.m., M-F

**Organization Overview:** We unite caring people to give, volunteer, and take action to remove barriers to opportunity and solve our community's toughest challenges. Our focus is on education, financial stability, and health—the building blocks for a good quality of life and a strong community.

**Position Overview:** The Philanthropy Officer is a high-level team player who provides support to the overall Transformational Philanthropy effort by supporting local workplace campaigns, prospecting corporate grantmaking, working with the Individual Giving Officer on annual donations, and providing support at important outreach and stewardship events.

**Essential Functions/Roles & Responsibilities of the Position:** Serve as a member of the Transformational Philanthropy team and work across our functional areas where support is needed: workplace campaigns, individual donor cultivation, events, volunteer engagement, and development communications. Major job functions of this position will be broken down into two categories of Workplace Campaign Portfolio and Donor Discovery, Cultivation, and Engagement, as well as, other duties as assigned.

#### **Workplace Campaign Portfolio**

- Manage year-round relationships with assigned portfolio accounts as the primary contact for UWA.
- Design, present, and execute individualized business development action plans for your portfolio, including accurate projections of annual revenue, resources, volunteer opportunities and community investment growth strategies.
- Actively represent the United Way of Anchorage brand in the community to strengthen existing relationships and cultivate new business, organization, and individual relationships.
- Manage and use data efficiently, accurately, and confidentially to promote donor growth and retention, and increase resources under management.
- Deliver UWA's impact area progress and outcomes, focus area activities, community results, and benefits of giving to all donor audiences to build both donor understanding and financial commitment.

#### **Donor Discovery, Cultivation, and Engagement**

- Manage a portfolio of approximately 100 supporter households.
- Devise cultivation strategies to help engaged donors strengthen their relationship with UWA's mission.
- Provide written reports on all meaningful interactions with engaged donors.
- Successfully schedule, meet with, cultivate, and steward donor households on a continual basis.
- Steward all engaged donors promptly and personally.
- Work with the Individual Giving Officer on all aspects of Tocqueville Society.

As a frontline ambassador for United Way of Anchorage and an individual who will interact with a variety of donors, volunteers, and community partners, maintain current awareness of program priorities, strategic plan goals, recent accomplishments, and laudable program milestones. Regularly engage with Community Advancement, Housing, and 2-1-1 to maintain a deep understanding of UWA's work in the community with our beneficiaries.

### **Key Competencies:**

- Understanding of the Culture of Philanthropy
- Effective and engaging communication
- Ability to function independently and as part of a team
- Strong community relationships
- Event logistics and management
- Customer Service and/or donor relations management

### **Education, Skills & Qualifications:**

- Bachelor's degree preferred.
- 3-5 years of progressively responsible experience in fundraising, sales, advertising, and/or related fields.
- Account Management, Customer Service, Community Relations and/or, Project Management
- Cultural sensitivity and management of culturally diverse groups.
- Advanced knowledge of MS office software and data base programs.
- Ability to develop presentations and deliver presentations with excellent public speaking skills.

### **Personal Competencies:**

- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning. A person who knows themselves can identify their thoughts, feelings, and wants and then effectively put them into words in the moment. They are aware of their patterns, strengths and limitations and they seek feedback and knowledge to continually learn and grow from their experiences.
- **Understand Others** - Demonstrate interpersonal awareness and the ability to be inclusive. A person who understands others knows that everyone has their own experience of any given situation. They seek to understand all perspectives and leverage the generative nature of differing options and experiences so that outcomes are of the highest priority.
- **See the Whole** – Demonstrate organizational and political awareness, relationship building skills, and effective decision making. A person who sees the whole understands how UWA is connected in vision, mission, and function. They can balance UWA, partner organizations, donors, and community member interests to make effective decisions as well as champion decisions that have been made. They know the importance of relationships in understanding all perspectives and demonstrate effective group behaviors.
- **Create an Environment of Success** - Demonstrate the ability to provide personalized recognition and celebrate successes and display characteristics of interpersonal influence. A person who creates an

environment of success can clearly articulate their vision and expectations to their team and garner commitment. They ensure accountability and continued success through feedback, coaching and recognition.

- **Model the Way** - Demonstrate ethics and integrity, consistently walking the talk. A person who models the way is highly credible. They do what they say they are going to do. They consistently excel by aligning their personal actions with shared values.

**To Apply:** Please send your cover letter and resume to Nina Makarova, [nmakarova@ak.org](mailto:nmakarova@ak.org) , Director Administrative Services. Position open until filled.