



United Way of Anchorage

**Title:** Business Relationship I

**Department:** Transformational Philanthropy

**Supervisor:** Director of Corporate Partnerships

**Organization Overview:** United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, collaborative, and adaptive.

**Position Overview:**

We are looking for a team player that believes in and exemplifies United Way of Anchorage's (UWA) mission, vision, and values.

Goal and achievement-oriented, you will have an entrepreneurial spirit with attention to detail and the capacity to manage multiple deadlines.

Collaborative, you will work with all UWA Teams: Community Advancement, IT/Data Management, Marketing & Communications, Finance, and Operations.

Adaptive, you can adjust your approach to engage a variety of leaders and organizations to develop lasting relationships.

**Be amazing at Campaign Management:**

Lead corporate volunteers to run innovative, creative, and effective campaigns that engage employees to take action to create a thriving community.

- Manage a diverse portfolio of Anchorage's most philanthropic businesses and leaders.
- Catalyze community philanthropic engagement.
- Recruit, coach, encourage, and grow community volunteers.
- Use data-based analysis to guide campaigns.
- Act as a creative problem solver to engage volunteers and create outstanding corporate campaigns.
- Offer donor-centric service and stay ahead of the needs of each campaign.

**Serve as steward to a community of donors:**

Every year new donors gain their first experience to give and make a stronger community through their company's Community Campaign. As a part of the business relations team, you will have a leading role in uniting caring people to give, volunteer, and take action.

- Inspire workers with an understanding of how their dollars/donation is making a difference.
- Build relationships and teams within companies to spread the word and drum up support.
- Convey gratitude. Celebrate those who give to make a stronger community.



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### **Make the most of Investable Opportunities:**

Supporting the United Way of Anchorage (UWA) is a great way to strengthen a corporate brand while helping your community. UWA events feature sponsorships and volunteer opportunities that engage businesses and volunteers in the philanthropic community.

- Promote UWA sponsorship opportunities to the business community.
- Be proactive in announcing volunteer opportunities and recruiting volunteers.
- Engage donors through United Way of Anchorage Campaigns such as Community Campaign, special events, sponsorships, and other means of raising funds.

### **Key Competencies:**

- Links donor, volunteer, and advocates' aspirations to needs
- Catalyzes others' commitment to mission
- Effective and engaging communication
- Cross-functional capability and collaboration
- Strong community relationships

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

- Bachelor's degree preferred.
- 3-5 years of progressively responsible experience in the fields of fundraising, sales, advertising, and/or related fields.
- Account Management, Sales and Marketing, Customer Service, Community Relations and/or, Project Management, Statistical Analysis and Volunteer Management.
- Cultural sensitivity and management of culturally diverse groups.
- Requires advanced knowledge of MS office software and data base programs.
- Requires advanced knowledge and ability to develop presentations and excellent public speaking and presentation skills.
- Bilingual is a plus.

**Salary Range:** 55,000-62,500 depending on experience

**Hours of Work:** 8:30 a.m. to 5:00 p.m., M-F

**To Apply:** Please send your letter of interest and resume to Nina Makarova @ [Nmakarova@ak.org](mailto:Nmakarova@ak.org)