



United Way of Anchorage

**Title:** Philanthropy Specialist (1) or (2)

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

**Salary Range:** **Philanthropy Specialist 1** \$50,000 - \$56,000 or **Philanthropy Specialist 2** \$56,000-\$64,000

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

United Way of Anchorage is hiring a Philanthropy Specialist to join our team. Supervised by the Director of Community, Foundation and Corporate Investments, this Specialist will play a key role in ensuring successful workplace giving throughout Anchorage and have year round responsibilities on growing and stewarding the many engaged individuals who support United Way of Anchorage and our partner organizations.

**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 Specialist, believes and exemplifies United Way of Anchorage's (UWA) mission, vision, and values. They must be a team player, goal and achievement-oriented individual with an entrepreneurial spirit who gives attention to detail and a devotion to help the Transformational Philanthropy team to build lasting corporate and community relationships. They will be responsible for maintaining corporate accounts that contribute to the United Way of Anchorage.

This position will be responsible for overseeing workplace campaigns for a portfolio of workplaces ranging from 20-30 corporations. The Specialist will also be a member of the team that produces donor stewardship and engagement opportunities. The Specialist will also be part of the team that produce community events and volunteer opportunities.

**Minimum Qualifications:** Bachelor's degree preferred. Minimum qualifications for a Philanthropy Specialist 1 include 1-3 years of progressively responsible experience in fundraising, sales, advertising, and/or related fields, as well as, experience with account management, customer service, community relations, and/or project management. *Individuals with additional experience may qualify for the Philanthropy Specialist 2 position.*

**Key Competencies for all Philanthropy Specialists:**

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

Position open until filled.

**To Apply:** Please send your resume to Nina Makarova, [nmakarova@ak.org](mailto:nmakarova@ak.org) , Director Administrative Services.