



United Way of Anchorage

Title: Philanthropy Specialist (1) or (2)

Supervisor: Director of Community, Foundation and Corporate Investments

Salary Range: \$50,000 - \$64,000 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 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.

Essential Functions/Roles & Responsibilities of the Position:

- Maintain a portfolio of worksite accounts for which you help design and implement campaigns.
- Develop individualized business development action plans, including projections of annual revenue, resources, volunteer opportunities, and community investment growth strategies.
- Manage, order, and track corporate campaign materials for your portfolio.
- Mentor Philanthropy Specialist 1 staff on the development and management of their campaign portfolios
- Play a key support role for other members of the UWA team in the execution of programs and events as needed.
- Under the direction of the Individual Philanthropy Officer, work a small donor portfolio (20-30 donors) for relationship building and individual stewardship.
- Provide leadership for the training workplace volunteers and other staff and volunteers for annual campaign.
- Participate in community and civic activities or organizations to increase networking and public awareness of UWA.
- As a stakeholder in UWA's gaming license, knowledge and understanding around gaming rules and regulations including auctions, raffles, giveaways, etc.
- 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.

- Other duties as assigned that promote United Way of Anchorage in our community and workplaces.

Key Competencies:

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

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.
- Ability to plan and execute trainings or events.

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 resume to Nina Makarova, nmakarova@ak.org, Director Administrative Services