



Job Description

Position Title	<i>Resource Development Small Business Manager</i>	
Department	<i>Community Impact</i>	Reports To – Vice President Community Impact
FLSA Status – Exempt	Classification – Full Time	UWW Code -

Position Summary: To provide support to the Vice President of Community Impact in all areas related to developing and implementing the Small Business Partnership Initiative for United Way. To provide a leadership role in the management of resource development activities on assigned accounts in order to achieve individual, department, and company goals. United Way professionals should exhibit core competencies: mission-focused, relationship-oriented, collaborator, results-driven, and brand-steward.

Duties and Responsibilities

Drives Revenue & Impact

- Ability to target and secure business support from local small businesses in Flagler and Volusia County.
- Manage and maintain a list of accounts to encourage business support and achieve United Way goals.
- Utilize the Donation Tracker database to record and track all business engagement.

Strategic Relationship Building

- Engage donors year-round to nurture and enhance relationships.
- Connects donors' and prospects' areas of interest directly to United Way's work and inspire commitment and support for United Way.
- Continuously building and expanding the network of donors by being visible and engaged in the community.
- Work effectively with other departments to achieve United Way goals and communicate to various stakeholders.

Effective & Engaging Communicator

- Effectively present the United Way message to businesses, employees, and the community.
- Assist with developing new marketing materials to tell the United Way message.

Embracing & Managing Change

- Effectively work with the Vice President - Community Impact, UW Board members, and Campaign Cabinet to implement new and creative strategies for workplace campaigns to support United Way goals.
- Work with UW and Community Impact volunteers to encourage and support high level of engagement.

Entrepreneurial & Innovative

- Collaborate with other United Ways and the local community to develop a Small Business Partnership Initiative for the United Way to support and meet organizational goals.

- Practice effective stewardship by thanking donors, informing them about the impact of their gifts, and keeping them apprised of progress on Community Impact work.

Qualifications

- Bachelor's degree in a related field OR three to five years' workplace experience.
- Team player with the ability to work with UWFVC senior management to achieve organizational goals.
- Strong organizational and project management skills with a detail for follow up.
- Strong verbal and written communication skills, including public speaking and presentation skills.
- Exceptional interpersonal skills and needed with the ability to communicate the key stakeholders, peers, and staff.
- Ability to establish contacts with various corporations, businesses and donors.
- High degree of professional integrity to deal ethically with confidential information.
- Ability to work under minimal supervision.
- Excellent computer skills (minimum of Microsoft software programs).
- Possess a valid driver's license and have use of insured motor vehicle.

Working Conditions & Physical Requirements

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fund raising that are scheduled evenings and/or weekends. These events may require several hours on your feet and assisting with heavy lifting and carrying.

Direct Reports - None

Date last reviewed/revised: 4/10/2017