

## United Way of Sarasota County, Inc.

### Position Description

<b>Position Title:</b>	Corporate Relationship Manager
<b>Position Classification:</b>	Full-time Employee; Exempt Position
<b>Reports To:</b>	Vice President of Resource Development
<b>Hiring Range:</b>	\$38K-\$42K
<b>Responsibilities:</b>	Work with United Way Team and volunteers to effectively plan, and execute workplace campaigns. Demonstrate United Way's commitment to excellent customer service by facilitating communication, and relationship-building with community partners, and key stakeholders within the workplace campaigns.

### **Focus: Workplace Campaigns**

Coordinate the on-going cultivation, retention and recognition strategies for each workplace campaign assignment.

Provide courteous, sensitive, and on-brand customer service to both internal and external customers, relying on the organization's branding toolkit to guide all customer interactions.

Manage difficult or emotional customer situations, meet commitments, respond promptly to customer needs, and solicit feedback to continually reinforce and strengthen the organization's brand relationship with all constituents

Build donor relationships to ensure sustainability and on-going donor satisfaction

Provide staff support to assigned volunteers, committees and special functions

Work with VP to coordinate Loaned Executive Program

Provide assistance with all United Way events and marketing when needed

Seek relationships on behalf of United Way with corporate partners and constituents that engage new donors in United Way's work, solidify loyalty of existing donors and increase dollars to United Way through volunteer engagement

Work closely with other staff team members, current donors and community partners, to achieve annual objectives and long-range goals

Maintain complete and accurate donation records, leadership history and campaign program descriptions for assigned accounts

Effectively represent United Way mission, values and goals to donors and prospects.

Perform other duties as assigned to reach overall objectives and goals of the organization

### **Qualifications**

Bachelor Degree preferred; minimum of 2 years of related experience

Requires strong communication, public speaking, relationship-building, management, computer skills, and fundraising/sales experience.

Volunteer Management and direct experience in business planning a plus

Out-going personality and professional demeanor

Ability to prioritize, organize and manage multiple projects in a timely manner and meet deadlines

Excellent written and verbal communication skills and proficient in Microsoft Office

Experience in sales, appointment setting, networking, and customer relations management

Team player with personal integrity, professionalism, persistency and goal driven.

Access to personal vehicle and ability to lift a minimum of 30 lbs.