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| Position: | Corporate Engagement Manager – Full time Salary Range $48,000-$52,000 |
| Department | Resource Development |
| Reports to | Vice President of Development |
| Location | Holland, MI |
| Organization Summary | United Way of Ottawa and Allegan Counties is a nonprofit with a mission to improve lives by mobilizing the caring power of community to advance the common good. Part of the United Way Worldwide system, one of the world's most recognized charitable brands, we envision a community in which all individuals achieve their full potential. United Way of Ottawa and Allegan counties supports, develops, and implements a range of impact solutions that improve lives and create stronger communities. |
| Position Summary | This position will play an important role in the coordination and management of the corporate engagement program for the Resource Development department. The Corporate Engagement Manager will work closely with the Vice President of Development and is responsible for managing stewardship activities and donor growth and retention for all corporate accounts. |

**Job responsibilities:**

* Develop and manage a portfolio of corporate accounts, maintaining relationships and providing year-round engagement opportunities
* Assist and support the planning and implementation of workplace giving campaigns with assigned accounts including analyzing results and developing strategies, setting goals and monitoring progress
* Recruit and train volunteers to assist with this work
* Effectively communicate the United Way message and mission through public speaking before groups of various sizes
* Manage the CRM system, maintain accurate and up-to-date information for assigned accounts, and produce reports, mailing lists, etc.
* Assist in the stewardship and cultivation of corporate donors, including research and preparation of materials for meetings, and facilitating accurate and effective communications
* Attends fundraising activities and work-related events, including those outside regular business hours as required.
* Other duties as assigned
* Maintains the highest ethical standards of conduct and communication in the stewardship of the resources entrusted to United Way of Ottawa and Allegan Counties by the community.

**Skills, Knowledge, and Experience*:***

* Bachelor’s Degree and a minimum of 2 years’ experience in fundraising or sales preferred
* Commitment to excellence and to providing exemplary customer service
* Strong written and verbal communication skills
* Effective & engaging Communicator including public speaking
* Proficient in Word, Excel, PowerPoint, and database management
* Project Management/organizational skills
* Consultative Sales skills
* Ability to work independently
* Flexible; can change focus and priorities easily; able to prioritize and multi-task in a fast-paced environment
* Proactive, able to anticipate outcomes and plan solutions

**Key Competencies**

* Relationship Oriented
* Results Oriented
* Superior Performance
* Self-Motivated
* Analytical
* Collaboration
* Integrity
* Embracing & Managing Change

**Travel:**

* A significant amount of travel within Ottawa and Allegan Counties is an integral part of this position.

**Hours:** This is a full-time position offering 40 hours per week from 9:00 am to 5:00 pm. Some early mornings or evening may be possible.

Please send resume’ and cover letter to Kelly Kean: kkean@ottawaunitedway.org

**United Way of Ottawa and Allegan Counties is an Equal Opportunity Employer**