



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

**UNITED WAY OF SOUTH HAMPTON ROADS
Vice President, Foundation & Major Gifts**

Title:	Vice President, Foundation & Major Gifts
Department:	Major Gifts
Report To:	President & CEO
Date Created:	June 2022

Why Work for United Way

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do and we know how much our community needs us. You'll learn from some of the best in the business and be constantly challenged in an ever-changing industry. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

Summary

As a key strategic partner for both the CEO and volunteers, this position will oversee all efforts related to individual major gifts and be the executive lead of the UWSHR Foundation. This individual will be expected to lead efforts to maximize funding for UWSHR's Foundation including developing goals, strategies and systems that lead to a high level of growth all while ensuring the Foundation, its board and volunteer committees are functioning at an optimum level. The successful candidate must be forward thinking, and an experienced fundraising professional who can be a highly collaborative member of the executive leadership team and close partner to our outstanding volunteers.

Responsibilities

- Develop strategies for growth in the endowment & cultivation of donor base for increasing outright and planned gifts
- Oversee any major fundraising campaigns aimed to grow the Foundation asset base
- Provide leadership in the identification and recruitment of Foundation Board Members/Cabinet Members and oversee the related internal and external processes
- Successfully manage a portfolio of high-level donors and prospects and build deep donor relationships with assigned individuals and organizations, including oversight of the Tocqueville Society (donors who gives \$10,000+ annually)
- Work closely with the president and CEO to ensure proper cultivation and stewardship activities across the Foundation's donor and prospect portfolios
- Oversee the Foundation's day-to-day operations and ensure they are carried out in accordance with the bylaws and all applicable laws governing foundations
- Develop a specific strategy to continually identify, cultivate and solicit individuals and organizations capable of making major gifts to the organization
- Oversee the Major Gifts and Foundation teams
- Ensure all donors receive appropriate, prompt acknowledgement and updates on the impact of their gifts and all IRS reporting requirements are followed
- Support and attend key leadership fundraising events
- Other duties as assigned

Key Metrics

- Increase total foundation assets



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- Complete 12 face-to-face meetings and 60 meaningful interactions per month
- Increase Tocqueville membership, dollars raised and retention
- Execute 100th anniversary campaign to raise \$3-5 million in outright and/or planned gifts by December 31, 2023

Requirements

- Bachelor's Degree
- Ten(+) years of fundraising management experience, including experience with major campaign efforts and planned giving strategies
- Three(+) years of foundation management preferred, including volunteer board and bylaws oversight
- Ability to handle complex situations with tact and poise, appropriately representing the UWSHR brand
- Successful experience in developing cultivation and solicitation strategies for a portfolio of major donors and prospects
- Demonstrated initiative and commitment to achieving and exceeding results
- Ability to plan and implement long- and short-range strategic initiatives to meet established priorities
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies
- Strong problem-solving, research, analytical, organizational and verbal/written communication skills
- Ability to understand the needs and interests of leadership and major gift donors
- Working knowledge of customer relationship management software; Microsoft Office skills are required
- Must be willing to travel and must have a driver's license; weekend and evening work will be required

Interested? Please send your cover letter and resume to humanresources@unitedwayshr.org. We will continue accepting applications until the position is filled.

United Way of South Hampton Roads is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.