**Are you looking for ways to use your skills to make meaningful contributions to your community?**

**Then we’re looking for you!**

Your life experience, knowledge, skills, and education can make fundamental differences in and around Greater Knoxville communities! Today, United Way of Greater Knoxville (UWGK) is working to bring people together to create lasting change that will improve lives in our community. We are a citizen’s action organization focused on improving community conditions. We are local and invest donated money in programs focused on health, education, and financial stability. You are an essential part of making our mission a reality!

The Individual Engagement & Gift Manager is a critical member of our Resource Development team. Working with the Director of Major Gifts, you will oversee relationship building and management with key donor groups under $10,000, building these donors to the $10,000+ level. You will also work directly with the strategy team on future growth opportunities.

**Does this sound like you?**

The focus of this job is making connections with people to motivate and inspire them to achieve results. Poise and an engaging, empathetic communication style based on natural warmth and enthusiasm is the key to achieving the goals of this job. The work involves driving toward results by enrolling the commitment and buy-in of others.

While the job requires strong initiative and self-direction, results are only achieved with and through people. A sincere appreciation for people and how they are each uniquely motivated is the foundation for designing and implementing interactive communication and decision-making processes.

Knowledge and skill in how to successfully influence and persuade others by understanding how their individual needs and motivations link to goals are essential. The job requires a high degree of “selling” ideas and policies. The job environment is fast-paced and results-oriented.

While there is an urgency to goal achievement, responsibility for achieving results needs to be shared and effectively delegated when necessary. Initiating projects and processes beyond established organizational practices will often require training and developing others and enlisting their support using a “selling” rather than “telling” communication style.

A self-confident, extroverted style that can enliven, engage, and positively impact individuals and groups is essential. The job has a variety of tasks and is dynamic and changing. Because goals and desired results can quickly vary, the position requires regularly meeting and pro-actively establishing relationships with new groups. The ability to understand, quickly react, and motivate others to adapt to the changing organizational environment is critical to success. In general, the core of this position requires a motivated and motivating team builder and organization developer.

Job Characteristics

* Multiple projects co-occurring; Multi-tasking Sense of urgency for goal achievement; Fast-paced environment
* People/relationships focus; Team building; Inspire, motivate others, and engage their commitment
* Involve others in the decision-making process; Cooperative, collaborative decision-making; Must assume responsibility for risk
* Extroverted, warm, enthusiastic, empathetic; Stimulating communicator; Persuasive “selling” style; Collaborative approach
* Leadership is based on the ability to motivate others
* Strong commitment to result

**What kind of experience will help you succeed in this role?**

* Skilled at effectively presenting information and ideas to executive teams, volunteers, and the board of directors.
* Outstanding interpersonal, coaching, and listening skills, with the ability to communicate positively within all levels of the organization.
* Thrive in a dynamic environment and able to work on various projects simultaneously.
* Recognized for both emotional intelligence and intellectual rigor.
* Committed to exploring new ideas and innovative approaches to solving problems.
* Must be COACHABLE.
* Attention to detail, a high degree of accuracy, reliability, timeliness, alertness, and use of judgment.
* The ability to write, use creativity, and maintain concentration.
* Fluent in the English language, both oral and written
* Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook).

**Desirable, But Not Required**

* Understands the local community and the unique challenges and opportunities available.
* Demonstrated understanding of strategic development efforts for an organization that generates significant revenue through fundraising annually. Show progressive thinking, knowledge of philanthropic trends, and best practices in donor-centered fundraising.
* Experience with data management and reporting is strongly desired.
* Experience planning fundraising events.
* Excellent relationship cultivation skills and the ability to engage donors across multiple income levels. Ability to relate with a diverse group of individuals or organizations. Must be comfortable socializing professionally in intimate settings and at more significant social events.
* Experience in working with volunteer boards and committees

**We feel this position requires these basics:**

* Bachelor’s degree in Liberal Arts, Business, Nonprofit, or related field. Equivalent life experience accepted.
* Two-three years of experience in resource development, fundraising, special events, and planned giving.
* Background in complex organizations of commensurate size and scope.

Other things to know (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.):

While performing the duties of this Job, the employee is regularly required to:

* Sit, use hands to finger, handle, or feel; reach with hands and arms and talk or hear
* Frequently required to walk
* Occasionally required to stand and stoop, kneel, crouch, or crawl
* Must frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds
* Specific vision abilities this job requires include close and distance vision, with or without correction.
* Must be available to meet with donors and prospects according to their schedule, often in the early morning, evenings, and weekends on limited occasions. Must be able to provide own transportation to such meetings at various locations in the Greater Knoxville area.
* This position and the location of duties necessary require flexibility, as many job duties may need to be performed in various locations, including but not limited to Property Partner sites, Partner Homeless Service Agency sites, and other networking activity locations.

**United Way of Greater Knoxville Diversity, Equity & Inclusion Statement**

We take the broadest possible view of diversity.

***We value*** the visible and invisible qualities that make you who you are.

***We welcome*** that every person brings a unique perspective and experience to advance our mission and progress our fight for every person's health, education, and financial stability in every community.

***We believe*** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

***We strive*** to include diversity, equity, and inclusion practices at the center of our daily work.

***We commit*** to using these practices for our business and our communities.

Join us in embracing diversity, equity, and inclusion for every person in every community.

**LIVE UNITED.**

*The United Way of Greater Knoxville does not discriminate against any employee or applicant for employment based on disability, age, race, color, religion, sex (including pregnancy, gender identify, and sexual orientation), parental status, national origin, political affiliation, military service, genetic information (including family medical history), or any other non-merit based factors or classifications by Federal, Tennessee State constitution of statutory law.*

*The United Way of Greater Knoxville, in solidarity with our black, brown, and indigenous communities, stands firm in our organizational position, which opposes all forms of racism and discrimination. We are resolved that our intentional commitment to anti-racism not only be stated but also be boldly reflected through our service, our partnerships, and our organizational culture. We stand bold; we stand steadfast, and we stand UNITED.*

**If you are ready for this opportunity, please forward your resume and salary requirement to: Careers@unitedwayknox.org.**