

UNITED WAY OF MASSACHUSETTS BAY AND MERRIMACK VALLEY

Job Description

About Us:

United Way draws on its 70-year history and reputation to forge groundbreaking partnerships with government, business and other foundations. Working with key partners, we facilitate the mutual exchange of research and best practices, so that proven strategies shape our work and the work of nonprofits in the region. To make the greatest impact possible, United Way aligns a network of more than 200 independent health and human service under the same set of community goals:

- Children will enter school ready to learn.
- Youth will have adult guidance and positive options for the future.
- Families will have safe permanent homes, and the financial know-how to build better futures.

Our objective is to get at the root causes of problems and find lasting solutions that build a better life for us all. **Together**, we will make this region the best place in the country for children and families.

POSITION TITLE: Director, Development
Real Estate and Building Industry Partnerships
DIVISION: Development
REPORTS TO: Senior Director, Development
STATUS: Exempt

POSITION OVERVIEW:

This position will build individual donor relationships and lead major partnerships between United Way of Massachusetts Bay and Merrimack Valley and real estate and building industry firms in the greater Boston area. This position also represents United Way at corporate and community functions. She/He will be able to inspire and galvanize individual donors and prospective donors as well as corporate leaders to provide volunteer and financial support for United Way and for initiatives specific to the real estate and building communities. She/he will also be able to provide both strategy and demonstrate the ability to coordinate the delivery of multiple endeavors that may require simultaneous execution. She/he will have a proven track record for working effectively with internal and external stakeholders.

GOAL:

Build networks of committed and interested industry leaders to foster strong partnerships with individual and corporate leaders within Massachusetts' highest profile emerging industries. Through this effort, significant resources will be generated to develop state of the art human service programs relevant to those industries, and our community's future.

KEY RESPONSIBILITY AREAS:

1. **STRATEGY DEVELOPMENT.** Develop strategy to increase revenue generation from individuals, corporations and foundations in the real estate and building industries.
 - We strive to increase (1) our Community Fund and (2) incremental support of Housing First, a program designed to end family homelessness.
2. **REVENUE GENERATION.** Expand the resources raised from the leadership of the real estate and building industries.
 - Develop a highly focused portfolio of high net worth individuals and, where applicable, corporate partners to develop the strongest relationships and to achieve financial goals. Cultivate, solicit and steward these current/potential contributors.

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- Utilize opportunities to be gained through individual donor cultivation and solicitation, special industry events, and workplace campaigns to increase support.
 - Work collaboratively to further engage individuals and companies in opportunities related to United Way's Housing First program.
3. **VOLUNTEER MANAGEMENT.** Recruit, train, manage and recognize volunteer leadership to provide advice, counsel, leadership and solicitation assistance in fund raising initiatives related to raising money from the real estate and building industries.
- Build internal and external collaborations to foster positive development and achievement of fundraising, marketing and program goals. Recruit, cultivate, manage and develop volunteer committees that will assist us in relationship and revenue development.
 - Actively participate with the working staff team to recruit, cultivate, manage and foster creative thinking of these important volunteer groups.
 - Work collaboratively with Donor Relations Director and Workplace Director to assign management of volunteers in order to enable greatest focus on greatest potential.
4. **STAFF LEADERSHIP.** Work collaboratively with department and organizational colleagues to lead a staff team to maximize the relationships to be developed and the contributions to be raised from the real estate and building sectors.
5. **EVENT TEAM MEMBER.** Under the leadership of the Donor Relations Director, work with a staff team to implement special fund raising events engaging the real estate and building sector.
- Develop event plans.
 - Recruit and manage event chairs and committee. Personally cultivate and manage lead volunteers, while empowering donor relations and workplace directors to cultivate and manage the majority of the committee members.
 - Encourage maximum event attendance.
 - In collaboration with staff team, secure sponsor relationships.

JOB RELATIONSHIPS:

External:

1. Real Estate and Building community, business leaders and donors.
2. Campaign volunteers

Internal:

1. Senior Director, Development
2. Director, Donor Relations
3. Multiple Internal Cross Departmental Teams
4. Development Director, Workplace Campaigns; Senior Director, Major Gifts; Administrative Assistant

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REQUIREMENTS:

- Bachelor's Degree in related field preferred.
- Minimum of two years development, sales, marketing, consulting, or related experience.
- Knowledge and/or background related to the real estate and building industry is strongly preferred, though not required.
- Excellent written and oral communication skills including presentation skills.
- Demonstrated ability to manage and prioritize multiple tasks simultaneously.
- Proficiency in a Microsoft Office environment required.
- Commitment to excellence and to the mission of the United Way.

To Apply Go To:

<http://www.interviewexchange.com/jobofferdetails.jsp?JOBID=8674>