



Greater Milwaukee
& Waukesha County

SUMMARY

United Way of Greater Milwaukee & Waukesha County (UWGMWC) has a unique position opening as **Account Manager - Public Sector and Education**.

United Way of Greater Milwaukee & Waukesha County envisions a world where all individuals and families achieve their human potential through education, income stability and healthy lives. United Way advances the common good by recruiting people and organizations who bring the passion, expertise and resources needed to get things done. United Way's global mission is to improve lives by mobilizing the caring power of communities to advance the common good. We invite you to be a part of the change – to Live United.

United Way is a recognized national brand and is the largest funder of health and human services outside of the federal government. Funds raised through UWGMWC remain local and are invested in nearly 220-plus programs at over 110 local nonprofit program partners.

POSITION OVERVIEW

- Develops strategies, tactics and implementation steps to increase the funds raised in the combined giving campaigns for Public Sector & Education, managing five (5) campaigns: Milwaukee County, MPS, MATC, and Suburban municipalities and schools.
- Plan, organize, lead and evaluate campaign activities for UWGMWC staff, other federation representatives, and volunteers for the Public Sector & Education Divisions.
- Represent UWGMWC with all external Federations and manage their representatives involved in campaign actions.
- Participate in training, mentoring, assignment, and supervision of seasonal Loaned Executives.

KEY JOB FUNCTIONS

UNITED WAY COMBINED CAMPAIGN STRATEGY & LEADERSHIP

- Serve as team leader for all internal United Way activities related to combined campaigns' planning, analysis and direction of giving trends.
- Develop written strategic and tactical plans for combined campaign project(s), time schedules, leadership prospects and approaches to accounts.
- Develop campaign goals and integrate the plans necessary to achieve them.
- Develop and maintain knowledge of all combined campaign rules and regulations.
- Recommend resource development priorities within assigned accounts to maximize potential for community campaign.
- Initiate, negotiate and manage agreements
 - with other federations in combined campaigns.
 - to serve as fiscal agent for combined campaigns when in the best interest of UWGMWC.

RELATIONSHIP BUILDING

- Represent UWGMWC with all combined campaign committees and with other Federations.
- Design and conduct orientation and training in campaign projects and standard setting refinement.
- Participate in identification, recruitment, orientation, training, and use of volunteers in account cultivation and development.
- Supervise and direct Loaned Executives, other federation representatives and other volunteers.
- Provide excellent customer service as fiscal agent for combined campaigns.
- Interface with all UWGMWC departments to meet the needs of combined campaigns for which UWGMWC serves as fiscal agent.
 - Interface with IT department to ensure provision of timely, customer-friendly campaign reports for combined campaign steering committees and other federation representatives.
 - Interface with Finance department to ensure proper management and reporting of combined campaign budgets and fiscal agent fees for combined campaign steering committees and other federation representatives. Prepare for annual audit.
 - Interface with outside vendor to ensure accurate and timely production of combined campaign print materials, including pledge cards and brochures.
 - Interface with UWGMWC senior management to represent the interests of combined campaigns and act as their advocate.
- Develop and maintain positive, productive relationships with other federation

CAMPAIGN IMPLEMENTATION & MONITORING

- Initiate and prepare division campaign plans and (written and verbal) communication.
- Initiate contract preparation, development, negotiation and monitoring for all combined campaigns.
- Manage and update website for suburban campaign as well as NEXUS online giving system.
- Manage collection of account data and provide accurate reported/projected results.
- Analyze data, campaign results and trends as a basis for developing strategies.
- Plan and oversee the development, ordering and delivery of printed materials for combined campaigns on a timely basis.
- Manage inventories of combined campaign print pieces, incentive items and other campaign materials.
- Develop and manage separate combined campaigns budgets.
- Manage all purchasing for combined campaigns.
- Manage all data related to combined campaigns, campaign historical data, and other data requested by campaign steering committees.
- Keep current on campaign activities within accounts.
- Gather data and observations at end of campaign period to determine future initiatives.
- Identify concerns and opportunities and direct corrective actions in a timely manner.
- Initiate new account identification and development.
- Perform statistical analysis of accounts and analyze other relevant community data pertaining to accounts.
- Remain current and have up-to-date knowledge of important internal support processes.

KEY QUALIFICATIONS

LEADERSHIP RESPONSIBILITIES

- Ability to lead assigned internal team members, volunteers, other federations, and seasonal Loaned Executives.

EDUCATION AND EXPERIENCE

- Undergraduate degree or equivalent advanced training to qualify for a Bachelor's Degree
- Minimum of four (4) years related fundraising experience and/or training, or equivalent combination of education and experience in fundraising with public sector involvement.

OTHER QUALIFICATIONS

- Strong attention to detail is critical.
- Exceptional interpersonal and relationship building skills. Commitment to long-term relationship building.
- Highly-developed organizational skills.
- Keen sense of urgency.
- Proficient with computer software (e.g., Microsoft Word, Access, Excel, PowerPoint) to develop reports and summary data to effectively communicate with all stakeholders and to maintain necessary computer based records using internal fundraising software (Andar/360).
- Understand marketing, sales and customer service roles and possess general supervisory experience. Understand non-profits, human services and philanthropy.
- Good understanding of group dynamics and good group facilitation skills. Experience working with diverse populations. Ability to prioritize and balance competing demands. Ability to staff volunteer committees. Ability to work in a complex environment using technical and interpersonal skills.

TO APPLY:

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/26073546>. **If you meet or exceed job requirements, please apply directly at this web address today.** Please indicate salary requirements.

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