



United Way of Anchorage

Title: Director of Community, Foundation, and Corporate Investment

Wages: \$82,000 +DOE

Hours of Work: ~7.5/day between 8:30 a.m. to 5:30 p.m., M-F

Place of Work: 777 Juneau St, Anchorage, AK 99501

Position open until filled.

Potential for flexibility on hours of work and remote workdays as part of a regular schedule. Occasional evening and weekend work required.

This is an opportunity for someone with great relationship skills to play an impactful role in leveraging support from the community, foundations, and corporations for the Community Impact Agenda of the United Way of Anchorage (UWA). This position will play a key role in guiding community, foundation, and corporate investments in UWA initiatives and community partnerships, as well as share responsibility for reporting out the tangible results of these investments. Join the amazing work happening in Transformational Philanthropy. Support, professional development, and decent workplace benefits included.

Organizational Overview: We unite caring people to give, volunteer, and take action to remove barriers to opportunity and solve our community's toughest challenges. Our focus is on education, financial stability, and health—the building blocks for a good quality of life and a strong community.

Position Overview: With help and support from the Senior Vice President, oversee the management and growth of community, foundation, and corporate investments in UWA's Community Impact Agenda.

Collaborate closely with Community Advancement to maintain a deep understanding of UWA's work in the community, including the priorities of our impact agenda and the roles of our partners in working together to address root causes. Build a complete picture of funding opportunities to share with organizations and entities ready to invest in this work.

Work directly with the Marketing and Communications Department to ensure our ability to showcase our successes, report strong investment results to our

fundere, and continue to grow broad-based community support for our impact agenda.

Serve as a leader within the larger team of Transformational Philanthropy to help ensure consistent and high-quality engagement for all stakeholders. Weave donor engagement and recognition into the culture of corporate, foundation and community investment. Carry shared responsibility with the full team for overarching Transformational Philanthropy goals. Train other staff at UWA in best practices for philanthropy, development, and stewardship of foundations, corporations, and other organizations.

Essential Functions/Roles & Responsibilities of the Position:

- Work with UWA Senior Leadership team to manage funded partner relationships and investments to enhance the program work and relationships necessary to complete our Community Impact Agenda.
- Develop a comprehensive plan for engagement, cultivation, and funding requests for grant making foundations that support our program areas.
- Oversee the comprehensive strategy of Corporate Relations. Develop and maintain portfolios for top corporate partners. Secure opportunities for corporate investment through workplace campaigns, sponsorships, grants, volunteer opportunities and events.
- Maintain high quality relationships with corporate leaders in Anchorage. Work with the Senior Vice President to support relationship building between corporate leaders and the UWA President/CEO and members of the Board of Directors.
- Oversee the execution of workplace campaigns, community events and volunteer opportunities that engage community, corporate and foundation partners in the work of UWA and our program partners.
- Contribute to content for the annual report, social media posts, impact stories, newsletters, and other communications.
- Supervise Director of Corporate Partnerships, UWA Volunteer and Community Engagement Lead, and staff/contractors working UWA events.
- As a frontline ambassador for United Way of Anchorage and an individual who will interact with a variety of donors, volunteers, and community partners, maintain current awareness of program priorities, strategic plan goals, recent accomplishments, and laudable program milestones. Regularly engage with Community Advancement and 2-1-1 to maintain a

deep understanding of UWA's work in the community with our beneficiaries.

- Help manage the databases for tracking donors—appeals, gifts, communications, follow up, notes, etc. (UWA currently uses ANDAR)
- As directed, participate in grant writing activities on behalf of UWA, and serve as liaison for a dedicate portfolio of worksite campaigns.
- Other duties as assigned.

Education, Skills & Qualifications:

- Bachelor's degree from a four-year college or equivalent experience.
- 3-5 years of experience specific to fundraising or nonprofit management preferred.
- Some experience working with corporations or foundations required.
- Ability to work with little supervision and ability to meet deadlines.
- Experience or familiarity using a CRM database or fundraising software such as Salesforce, Raiser's Edge, etc.
- Verbal and written communication skills and ability to work effectively in a team environment.
- Ability to work effectively in a fast-paced environment.

To Apply: Please apply online or email your resume and **cover letter** to Nina Makarova, Director of Administrative Services: nmakarova@ak.org. **Position open until filled.**

Department: Transformational Philanthropy **Supervisor:** Senior Vice President