

Summary of the Position:

Under the supervision of the Chief Development Officer, this position is responsible for strategic fund-raising through grants and contracts with corporate and private foundations as well as governmental partners. The position is also responsible for expanding community relations by reporting on the organization's efforts to key partners. This position will work closely with every department to define important strategies and then connect with internal and external stakeholders to expand on the organization's Impact in the community.

The Organization:

At the United Way we believe that **WE ARE STRONGER TOGETHER** and that it is only by being **UNITED** that we can change the world for the better.

In Westchester and Putnam more than 40 percent of households are living in poverty or paycheck to paycheck, what we call ALICE (Asset Limited, Income Constrained, Employed). These are often hardworking families struggling to make ends meet and provide a better life for their children. But for these families, when funds run short, they are forced to make impossible choices between child care or paying the rent... filling a prescription or fixing a car. They are our preschool teachers, home health aides and retail salespeople – workers essential to keeping all our communities and economies humming, yet who struggle to pay their own basic bills.

We achieve results three ways. Firstly, by investing dollars or essential goods in programs with proven results. Secondly, we also provide direct services to those in crisis (through our 211 Helpline) or supportive educational services to foster self-sufficiency. And finally we foster collaborations with community stakeholders, leaders and partners to change the way we look at and solve problems.

We collaborate with hundreds of nonprofit partners and governmental agencies, and our work positively impacts hundreds of thousands of individuals every year.

Core Responsibilities (approximately 80% of time)

- Identify a stream of giving through grants and contracts by working closely with the Chief Development Officer and other key internal stakeholders
- Work with the Impact and 211 Teams to identify new funding sources for existing and new initiatives that reflect the organization's mission
- Establish and cultivate strategic relationships with corporate and foundation partners that can lead to future funding streams
- Write and submit grant requests, including letters of intent, proposals, budgets, and presentations
- Maintain a calendar to ensure the timely submission of all letters of intent, proposal deadlines, and reports
- Maintain a list of organizational overarching strategies and infrastructure needs
- Develop systems and procedures to support the identification, development and stewardship of strategic partnerships and conduct research to identify potential grant and contract opportunities
- In collaboration with the Impact, 211 and Finance teams, coordinate grant reporting including but not limited to all contractual, fiscal, and program documentation as well as records of all payments
- Oversee if the grants are implemented according to the operational and financial needs of the organization
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Prepare financial or budget plans and allocation along with the Finance department in accordance with each requirement
- Provide detailed reports to the funders, leadership staff and the board of directors with respect to the organization's progress
- Practices a high level of integrity and honesty in maintaining confidentiality

Secondary Responsibilities (no more than 20% of total time)

- Assist the President and CEO in providing support to the Board of Directors -- especially associated with the 5 to 6 Board meetings annually – in the form of correspondence, minutes, and reporting
- Manage all United Way Worldwide and United Way New York State compliance and reporting necessary to maintain active membership

Other Responsibilities (As needed)

- United Way of Westchester and Putnam is considered an “Essential Crisis Response Business” by New York State. Thus, during times of declared disaster, you may be asked to assist with emergency duties in Impact or 2-1-1 as assigned
- Other duties as assigned

Professional Characteristics

- Proven ability to find strategic partnerships that have led to increased revenue via grants and contracts
- Experience in the development and creation of organizational materials and grant proposals for solicitation purposes
- This position requires a highly organized, analytical individual, with excellent follow up skills and attention to detail, as well as the ability to plan and administer multiple concurrent projects.
- Excellent communication skills, both written and oral and excellent relationship building skills
- Possess good knowledge of planning and strategizing financial and budgeting issues
- A multi-tasker with strong ability to work under pressure while employing sound decision-making capacity
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Demonstrated drive to work collaboratively in a matrix team environment that thrives on high energy
- Develop and maintain positive professional relations with all staff, departments, service providers, representatives, and volunteers
- The successful candidate should be connected and committed to the mission of UWWP.
- This position require an individual to be agile and adaptable in rapidly changing environment

Technology

- Demonstrated proficiency in MS Office Suite (including Excel)
- Experience with online website applications, database management, and internet research tools

Education and Experience

- Bachelor's degree or equivalent professional experience required
- Minimum of 5 years of professional fundraising, development and/or grant writing/contract management experience, with project management experience preferred

Working Conditions/Physical Demands

- Position involves occasional work outside of the hours of 9-5 and may involve occasional weekend responsibilities
- Ability to perform physical work, including the ability to lift up to 25 lbs. unaided, is required

- Must possess a valid New York State driver's license and provide transportation for self.

External and internal applicants, in addition to any position incumbents who become disabled as defined under the American Disabilities Act (herein referred to as the ADA) must be able to perform the essential job functions as listed herein either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case individual basis.

Statements in this job description are intended to describe the general nature of work being performed and are not in any way to be intended as a complete comprehensive list of all responsibilities, skills required for position and duties.

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Apply: Please send cover letter with salary requirements and resume to Lynn Clifford, VP Operations at lclifford@uwwp.org by April 23, 2021. Resumes without salary requirements will not be considered. United Way is an equal opportunity employer.