



Manager of Leadership Giving

United Way of Greater Richmond & Petersburg seeks a fundraising professional to establish and manage relationships in a portfolio of leadership donors and prospects, with a focus on \$1,000 - \$5,000 donors. As a representative of United Way Greater Richmond and Petersburg, the Manager of Leadership Giving communicates the value of the organization to the community, creates a compelling case for programmatic successes, objectives and needs to individuals and groups. Through collaboration with various internal partners, the Manager is resourceful and self-motivated to meet financial and other strategic goals while reflecting the strong character and dignity of the organization and the profession.

United Way of Greater Richmond & Petersburg maintains a positive, challenging and engaging environment for its employees. Working at United Way offers personal and professional growth opportunities and a chance to be part of a team that is creating lasting change in our community and leading a movement to engage every local citizen in that change. We empower individuals and drive systemic change to provide everyone with a clear path to success. We do this by mobilizing the entire community – individuals, nonprofits, government agencies, schools and businesses – to collectively tackle our region’s toughest challenges. United Way of Greater Richmond & Petersburg serves the region’s neighborhoods and rural areas alike, providing direct services and support to partners in the cities of Richmond, Petersburg and Colonial Heights as well as the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent and Powhatan.

Qualifications: The ideal candidate will have a strong, demonstrated knowledge of fundraising practices, preferably including knowledge of major giving and planned giving, with a minimum of 1-3 years’ experience managing donor programs that demonstrate success in attracting, retaining and stewarding donors. The candidate should possess strong interpersonal, written and verbal communication skills, and be comfortable creating and making formal and informal presentations and proposals that inspire and persuade. The candidate should be an independent, goal-minded, self-starter who is eager to create and achieve activity and revenue goals. Must have impeccable ethics and be discerning, able to navigate delicate business and personal discussions and circumstances. Local travel is required; must have valid Driver’s License. Bachelor’s degree or equivalent required.

Position open until filled. Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
P.O. Box 11807
Richmond, VA 23230
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Fax: (804) 775-6476

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