

## Leadership Giving Manager

*United Way Greater Richmond and Petersburg*

United Way Greater Richmond and Petersburg seeks a fundraising professional to grow, diversify and nurture relationships in a portfolio of leadership donors and prospects, with a focus on donations of \$1,000 to \$5,000. The Leadership Giving Manager communicates the value of the organization to the community, creating a compelling case for donor engagement, programmatic successes, objectives and needs to individuals and groups.

### ABOUT YOU

You will have a minimum of three years' experience managing donor programs that demonstrate success in attracting, retaining and stewarding donors; be a self-starter, independent and goal minded, eager to create and achieve activity and revenue goals; have impeccable ethics, and a demonstrated knowledge of fundraising practices; be comfortable creating and making formal and informal presentations and proposals that inspire and persuade; have event planning experience, and strong organizational skills. You will have earned a Bachelor's degree or equivalent and, as local travel is required, you hold a valid driver's license. Above all, you believe in the power of community and are driven by a genuine desire to make a difference.

### ABOUT THE ROLE

The Leadership Giving Manager acquires, stewards, and solicits a portfolio of leadership donors and prospects with exceptional customer service and fundraising excellence. The Manager supports individual giving efforts in collaboration with the Director of Leadership Giving by scheduling meetings, identifying prospects, and helping move donors into new giving communities; supports donor cultivation and engagement events in collaboration with the Director of Leadership Giving; supports logistics, program, and special event fundraising goals for signature events, including the WomenRise High Tea and AdT events; secures corporate sponsorships and manages relationships with sponsors throughout the year; provides donor stewardship to the WomenRise Steering Committee; maintains records of donor interactions, development plans and goals in donor database; collaborates with internal partners, including Advancement, Community Impact, Marketing, and Finance; contributes to the acknowledgment and stewardship process for all donors in collaboration with the Director of Leadership Giving; and works on cross-functional teams to help build and implement strategy across the organization.

### ABOUT US

At United Way of Greater Richmond & Petersburg, we foster a positive and dynamic environment where team members grow personally and professionally while contributing to meaningful community change. We mobilize people and resources to address the region's toughest challenges and remove barriers to opportunity so everyone can thrive. Our work is built on a foundation of collaboration, creativity, and purpose. You'll join a mission-driven team that values authenticity and impact, playing a key role in connecting people and partners to a shared vision of a stronger, healthier community. Join a network of changemakers building the next chapter of positive change for our region.

**Salary Range:** Hiring range up to \$58,000 based on experience. *Position open until filled.*

Please send cover letter, resume, portfolio, and salary requirement to:

United Way Greater Richmond and Petersburg  
Human Resources  
Email: [jobs@yourunitedway.org](mailto:jobs@yourunitedway.org)

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