



Business Development Specialist

The Business Development Specialist is a liaison with United Way's corporate partners, strengthening relationships, organizing donor opportunities and maximizing resources. This outward facing role requires the candidate to be a leader who has the demonstrated ability to build strong, mutually beneficial relationships.

A. Essential Duties and Responsibilities include, but are not limited to:

- Use a consultative approach to create and execute year-round engagement strategies with key corporate accounts.
- Plan, organize and manage annual campaigns within lead accounts.
- Deliver a compelling ask to both large and small audiences.
- Analyze and evaluate strengths and weaknesses of engagement and campaigns strategies. Suggest improvements. Assist in developing new resource development methods and tools. Set goals and develop timetables and work plans for lead groups.
- Prepare and maintain accurate records, reports and materials, including database information.
- Represent United Way with professionalism, courtesy and discretion
- Safeguard confidential information used in the performance of duties.

B. Knowledge and Skills:

- A self-starter who is motivated and able to perform with minimal supervision
- Excellent communication skills, verbal and written
- Quality relationship-building skills with the ability to listen well and relate to others
- Ability to develop, implement and manage work and project plans and meet deadlines/goals
- Flexibility, adaptability and a commitment to continuous learning
- Strong computer skills, particularly spreadsheets, databases and word processing; Social media/internet savvy
- Valid driver's license and use of own vehicle (with valid insurance coverage) for UW business

C. Required Education and/or Experience:

Bachelor's degree and/ or 3+ years of relationship building experience.

D. Hours

- 20-25 hours a week, no nights or weekends.

E. Pay Range

- \$21-\$24 an hour, based on experience.