



Brown County United Way

Chief Philanthropy Officer

Position Description

Position Summary

The Chief Philanthropy Officer works closely with the President/CEO, Chief Operations Officer and Chief Financial Officer and serves as a member of the organization's executive team. The Chief Philanthropy Office supports the mission of Brown County United Way (BCUW) by executing a strategic vision and forging collaborative relationships that support the sustainability of the organization by ensuring BCUW has the financial resources, both operating and capital, to meet current and long-term needs.

Qualities and Qualifications

The ideal team member believes in diversity, equity, inclusion and belonging for all people; is passionate about improving the quality of life for everyone in Brown County; has the ability to work both autonomously and collaboratively; is highly organized, flexible, and can effectively multitask; has excellent oral and written communication skills. The ideal team member has demonstrated skills and experience in fundraising, donor stewardship and engagement or equivalent experience in sales.

Key Responsibilities

- Develop and execute a strategic plan for cultivating major gifts, planned giving and the establishment of an endowment.
- Collaborate with the President/CEO, Chief Operations Officer, Chief Financial Officer and other appropriate BCUW team members in writing and securing grants for BCUW-led initiatives.
- Contribute innovative leadership in the development and management of alternative funding streams
- Represent BCUW at state/regional United Way meetings and workshops. Present to groups as needed.
- Implement donor recognition events.
- When appropriate assist with the supervision of ad-hoc personnel. Provide backup staff support to the overall organization as needed.
- Other duties as assigned by the President/CEO.

Requirements

- Demonstrated skills in building and maintaining relationships. Ability to work well independently and within a team environment, Ability to work in a fast-paced environment and manage multiple priorities. Ability to complete complex and time-sensitive work. Excellent oral and written communication skills; proficient in Microsoft Office products (Access, Excel, Word, PowerPoint, and Outlook); proficient in donor management software.
- 3+ years' experience in Major Gift Development. Proven track record of increasing streams of revenue.

Relationships

Reports to the President/CEO. Works with all United Way staff and has the ability to develop and maintain high-level relationships with various community stakeholders, United Way Board of Directors, agencies, organizations, government and volunteers.