

# CLASSIFIED/BID

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### United Way of the Columbia-Willamette

UnitedWay-PDX.org



#### Vice President-Organizational Development/Culture

United Way of the Columbia-Willamette is hiring a VP-OD/Culture who will report directly to the President/CEO and be responsible for the development of a world-class, diverse, and inclusive culture for the organization. Spearhead and oversee UW's OD efforts, working to ensure integration of critical components: OD, diversity and inclusion, talent management, and Human Resources. Master's degree in OD/Organizational Behavior; 8+ years related experience in an executive-level role; 8+ years experience in diversity/change management; advanced knowledge of HR laws and practices; minimum 5 years supervisory experience; or a comparable combination of education and experience. Hiring Range: \$80,000-\$115,000, DOE. Position open until filled. An Equal Opportunity Employer.

#### Vice President-Corporate Relations

United Way of the Columbia-Willamette is hiring a VP-Corporate Relations, responsible for creating and implementing strategies and building relationships that will significantly increase revenue within UW's portfolio of corporate accounts. Working with and managing the Corporate Relations Team, the VP-Corporate Relations is responsible for developing a long-term vision and strategy for fund-raising within UW's corporate partners, including fund-raising metrics and goals. Master's degree; 8+ years consultative sales experience; focused sales/marketing experience with an applied emphasis on customer relationship building; minimum 5 years supervisory experience; or a comparable combination of education and experience. Hiring Range: \$80,000-\$115,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Director-Major and Planned Gifts

United Way of the Columbia-Willamette is hiring a Director-Major Planned Gifts, responsible for leading all aspects of its Major and Planned Giving strategies and initiatives, including identifying, cultivating, and soliciting prospective donors, and coordinating ongoing donor relationships through regular contact, communication, and follow-up. Bachelor's degree; 5+ years related work experience, with leadership experience in resource development, program development, administration, major and planned giving, and fiscal oversight; minimum 5 years supervisory experience; or a comparable combination of education and experience. Working knowledge of gift planning vehicles and tools. Hiring Range: \$60,000-\$90,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Corporate Relations Executive

United Way of the Columbia-Willamette is hiring a Corporate Relations Executive, responsible for maximizing giving growth through growing and strengthening UW's relationships with a select group of organizations and employee market segments within those organizations. Responsible for creating and executing the short- and long-term account plans for each organization to realize substantial revenue growth. Bachelor's degree; 5+ years consultative sales experience; focused sales/marketing experience with an applied emphasis on customer relationship building; or a comparable combination of education and experience. Hiring Range: \$40,000-\$65,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Strategic Account Manager

United Way of the Columbia-Willamette is hiring a Strategic Account Manager, responsible for the management of an assigned portfolio of approximately 400-500 transactional accounts and with increasing the number of donors and donor retention within those accounts. Coach and manage a high performance team to create vision and strategies to enhance relationships between UW and its corporate partners. Bachelor's degree; 5+ years consultative sales experience; focused sales/marketing experience with an applied emphasis on customer relationship building; minimum 5 years supervisory experience; or a comparable combination of education and experience. Hiring Range: \$40,000-\$65,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Donor Engagement Strategist

United Way of the Columbia-Willamette is hiring a Donor Engagement Strategist, responsible for managing, developing, and implementing organizational strategies that support the retention of UW's existing donor base and renewing support from lapsed donors. Create and implement donor recognition, stewardship, solicitation, and events strategy to support individual donors and corporate partners. Act as "air traffic controller" and project manager for Resource Development, providing cross lines of business and cross-department coordination and alignment. Bachelor's degree; 5+ years experience developing customer engagement plans; or a comparable combination of education and experience. Advanced project management and nonprofit experience required; fund-raising experience preferred. Hiring Range: \$40,000-\$65,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Executive Assistant

United Way of the Columbia-Willamette is hiring an Executive Assistant, responsible for providing advanced technical, organizational, and administrative assistance and support to the Chief Development Officer and Vice President-Corporate Relations. Interacts with senior/executive-level company representatives and UW's most generous donors to provide executive-level support. Bachelor's degree; 5+ years experience supporting senior-level management required; minimum 5 years of supervisory experience; or a comparable combination of education and experience. Advanced proficiency with MS Word, Excel, Outlook, and PowerPoint. Hiring Range: \$33,000-\$45,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Data and Field Services Specialist

United Way of the Columbia-Willamette is hiring a Data and Field Services Specialist, responsible for providing the quality information needed to expand UW's relationship base within corporate accounts and across the broader community. Responsibilities include data stewardship, processing support, inquiry resolution, field material prep, data management support, and research. Bachelor's degree; 3+ years related experience; or a comparable combination of education and experience. Project management experience a plus. Advanced MS Excel and Outlook skills, proficiency with Word and PowerPoint, and advanced proficiency with customer relationship management systems and electronic giving platforms preferred. Hiring Range: \$33,000-\$45,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Director-Systems Planning and Performance

United Way of the Columbia-Willamette is hiring a Director of Systems Planning and Performance to lead UW's

Community Impact focus on knowledge management and sharing and the development of efficient internal systems supporting UW's key strategies for community impact. Responsible for leading strategic planning and systems development, continuous improvement of internal processes with an emphasis on resource allocation, program evaluation, and performance measurement, as well as knowledge management, analysis, and dissemination within and across our communities. Bachelor's degree in Business Administration or related field; 8+ years related experience in the human service field, with program development, administration, and fiscal oversight; and minimum 5 years supervisory experience; or a comparable combination of education and experience. Hiring Range: \$60,000-\$90,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Director-Community Collaborations

United Way of the Columbia-Willamette is hiring a Director of Community Collaborations to direct UW's community impact strategies by developing, supporting, and helping lead partnerships in one or more communities; when appropriate, playing a "backbone" role within those partnerships - building trust and strong relationships; facilitating planning, decisions and action; fostering constant communication; connecting and aligning strategies and resources; and fostering innovation through the use of shared data, measurement, and accountability. Bachelor's degree in Business Administration or related field; 8+ years related experience in the human service field, with program development, administration, and fiscal oversight; and minimum 5 years supervisory experience; or a comparable combination of education and experience. Hiring Range: \$60,000-\$90,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Manager-Community Collaborations

United Way of the Columbia-Willamette is hiring a Manager of Community Collaborations to work with fellow team members to implement community impact strategies by developing, supporting, and helping lead partnerships in one or more communities; when appropriate, playing a "backbone" role within those partnerships - building trust and strong relationships; facilitating planning, decisions and action; fostering constant communication; connecting and aligning strategies and resources; and fostering innovation through the use of shared data, measurement, and accountability. Bachelor's degree in Business Administration or related field; 5+ years related experience in the human service field, with program development, administration, and fiscal oversight; or a comparable combination of education and experience. Hiring Range: \$40,000-\$65,000 DOE. Position open until filled. An Equal Opportunity Employer.

#### Finance Coordinator

United Way of the Columbia-Willamette is hiring a Finance Coordinator, responsible for performing a wide range of accounting and administrative duties in support of the Finance and Administration function. Associates degree in Accounting; 3+ years administrative assistant experience; 2+ years accounting experience; or a comparable combination of education and experience. Proficiency with MS Word, Excel, and Outlook, and advanced proficiency with relational data bases, data downloads, and merging required. Hiring Range: \$33,000-\$45,000 DOE. Position open until filled. An Equal Opportunity Employer.

For full job description and to apply, go to <http://www.unitedway-pdx.org/careers/index.php>