



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**Functional Job Title:** Vice President, Grant and Event Development

**Department:** Resource Development

**Reports to:** Chief Grant Officer

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**FOR HUMAN RESOURCES  
ONLY**

**FLSA EXEMPT:** Exempt

**DATE:** September 2024

**AUTHORIZED BY:**

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### Position Objective:

The Vice President of Grant and Event Development works to identify and cultivate relationships with organizations that maximize grants, corporate, as well as individual giving. Steward's donors and leadership givers in the community to increase revenue to United Way of Long Island and to increase engagement its initiatives. The Vice President of Grant and Event Development creates and implements key strategies for donor engagement, recognition, and stewardship. The position will report directly to the Chief Grant Officer.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.*

### Essential Functions:

- Work in coordination with the Chief Grant Officer.
- Supervise all leadership and major gift donor prospecting activities.
- Conduct research on prospective leadership donors and corporate sponsorships. Cultivate and coordinate other functioning efforts to help sustain long-term fundraising goals.
- Identify and cultivate relationships with high-end donors and leadership givers in the community asking for major gifts and planned gifts from existing and prospective donors.
- Organize high-level cultivation events to recognize current donors, encourage increases among donors and

cultivate new donors.

- Cultivate major gift and gift planning prospects, drive and recognize leadership giving in the workplace.
- Recruit, train, and manage community leadership volunteers.
- Provide leadership in development of long-range and short-range goals, strategic fundraising plans, budgets, techniques, and programs.
- Develop and increase major gifts and gift planning with prospect timeline.
- Provide management of all solicitation and record-keeping activity for leadership and major gifts.
- Prepare grant proposals (for corporate and foundations sources) from start to finish, including drafting compelling cover letters, letters of intent and full proposals, developing budgets and timelines.
- Work in partnership with the Events Manager to develop a special event strategy to achieve revenue goals.
- Develop in-depth knowledge of accounts as it relates to product/service, employees, unions, company leadership and other issues related to the internal and external environment of the company.
- Develop and implement management plans for accounts based on communicating United Way impact, recognizing, and thanking companies and key volunteers while building and enhancing personal relationships with company members and other key company personnel.
- Attend relevant public/business functions and perform public speaking as necessary with proficiency to present.
- May be assigned other tasks and duties reasonably related to job responsibilities.

**Educational Requirement:**

Minimum - Bachelor's degree

**Skills and/or Experience Required:**

- Minimum 5 years' experience in fundraising and special events.
- Strong Windows Office Suite. Competency in Excel and Word.
- Position requires some work hours on weekends and evenings and the work ethic to work late if/when the job requires.

**Communication Skills:**

- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations, but not limited to donors, volunteers, managers, employees, vendors, or applicants.
- Effective public speaking.
- Effective business writing and communication skills, with the ability to effectively present information to clients, top management, and staff in verbal and written formats.

**Mathematical Skills:**

- Ability to perform basic mathematical skills, such as addition, subtraction, division, and multiplication.

**Reasoning Skills:**

- Ability to define problems collect data, establish facts and draw valid conclusions.
- Ability to solve practical and intellectual problems utilizing principles of logical thinking.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

**Physical Demands:**

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.
- Regularly required to lift boxes of materials for sorting and distribution. Required to transport campaign material to various locations.

**Work Environment:**

- Noise level is consistent with levels usually present in an office environment.
- Hazards presents are consistent with those common to an office environment.

**Contact:**

Submit cover letter and resume to Susan Corso at [susan@unitedwayli.org](mailto:susan@unitedwayli.org)

**About United Way of Long Island**

United Way of Long Island's focus on providing assistance on the three building blocks of health, education and financial stability offers Long Islanders the opportunity to create a brighter future for themselves and their families. United Way invests in community partnerships to help our most vulnerable and at-risk residents through organizations and programs that grant equitable access to resources and services across the region.

We recruit people and organizations that bring the passion, expertise and resources needed to get things done. LIVE UNITED® is a call to action for everyone to become a part of the change. United Way of Long Island is an independent locally operated 501(c)(3) not-for-profit organization, led, and governed by an independent Board of Directors. For more information about United Way of Long Island, please visit [UnitedWayLI.org](http://UnitedWayLI.org).