



TITLE:	Women United Manager	STATUS:	Full-Time
REPORTS TO:	Chief Strategy Officer	FLSA CLASSIFICATION:	Exempt
SUPERVISES:	N/A		

Position Summary

United Way Quad Cities (UWQC) is a social change organization that brings the community together to create access and opportunity for everyone in the Quad Cities to succeed. We unite corporations, foundations, individuals, nonprofits, school districts, and community partners to achieve measurable outcomes and transformational change across education, financial security, and health.

The Women United Manager plays a key role in building energy, belonging, and connection across United Way’s community of supporters and partners. This role is responsible for growing and leading Women United as a vibrant leadership and engagement network—identifying, developing, and building superior donor relationships, fundraising, and volunteer engagement strategies that create a consistent, positive experience for members at every touch point.

Women United brings caring women together to improve the lives of our youngest Quad Citizens. Over the past decade, nearly 200 Women United investors have raised and invested \$5.5 million in research-based strategies to support quality childcare and early learning experiences.

This position is ideal for a relationship-driven leader who can build community, inspire action, and mobilize volunteer leaders. The successful candidate is both strategic and hands-on - able to strengthen engagement and help cultivate a culture of philanthropy that supports lasting change in our region.

Primary Areas of Focus

- 60% - Women United fundraising, leadership, and community building
- 40% - Community impact, early childhood initiatives, and engagement experiences

ESSENTIAL JOB FUNCTIONS

Women United Fundraising & Community Building – 60%

- Serve as the staff lead for the Women United network, building a vibrant and welcoming community of women who believe every child deserves a strong start in life.
- Responsible for the development and execution of comprehensive fundraising and growth strategies for the Women United Donor Network, achieving growth, retention, participation, and revenue goals.
- Position Women United as a leadership and engagement network that connects members to purpose, community, and meaningful opportunities to make a difference.
- Oversee the identification and creation of pipelines of prospects and growth for Women United, ensuring prospects are cultivated and solicited directly and through facilitated connections with existing members.
- Create meaningful opportunities for connection, learning, and action that build a strong sense of belonging and momentum within the Women United network.
- Recruit, support, and develop volunteer leaders and committees to help guide and grow the network; assist with recruitment and succession planning of key Women United volunteers.

- Provide leadership and support to committee leaders to drive fundraising, engagement and growth of giving and engagement.
- Ensure Women United experiences connect members directly to United Way's work in early learning, parent empowerment, and family support.
- Serve as lead for the monitoring and performance of Women United, providing progress reports and projections as needed.
- Build, define, carry out and manage the holistic stewardship process for Women United.
- Identify, track and report key indicators of growth and engagement, including participation, membership trends, leadership development, and philanthropic investment.
- Represent Women United at workplace campaigns, community events, and speaking engagements.

Community Impact & Engagement Experiences - 40%

- Serve as UWQC's primary leader focused on one of United Way Quad Cities strategic community goal areas of kindergarten readiness and third grade reading by expanding access and opportunity to early learning and directing Ready by 5, a signature program driven by Women United.
- Work closely with the UWQC Community Impact team to help create and execute potential projects and advance UWQC's Rise United Goals and Community Impact strategies via Women United investments.
- Oversee the implementation of the Ready by 5 program, including: identifying potential locations and coordinating implementation of Ready by 5 workshops; collecting, analyzing, and reporting academy outcomes data and developing plans to scale Ready by 5 workshops across the Quad Cities.
- Design and lead and evaluate creative and meaningful engagement experiences that connect donors, volunteers, and community members directly to United Way's impact.
- Plan and execute strategic events in collaboration with internal teams and partners, ensuring events are mission-connected and designed to strengthen relationships and engagement.
- Partner with Communications & Marketing teams to elevate storytelling and visibility for Women United.

CORE COMPETENCIES

All United Way Quad Cities staff are expected to demonstrate the following competencies:

- Mission-Focused
- Relationship Oriented
- Collaborator
- Results-Driven
- Brand Steward

EDUCATION & EXPERIENCE

Education/Training:

Bachelor's degree preferred, ideally in a field related to nonprofit management, human services, communications, or a related discipline.

Education/Other Requirements:

- 3–5 years of work experience in fundraising, donor relations, sales management, or project management preferred.
- Demonstrated ability to develop and maintain long-term productive relationships with donors and community partners.
- Experience in the human services or early childhood field preferred.



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- Proven track record in fundraising, project management, and results-driven performance.
- Strong verbal and written communication skills, including public speaking.
- Project management skills with the ability to balance multiple priorities.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Ability to work a flexible schedule, including evenings and weekends as needed.
- Valid driver's license, automobile insurance, and reliable transportation required.

Why United Way Quad Cities?

You'll join a collaborative, mission-driven team that believes in doing good - and doing it well. At United Way Quad Cities, we bring partners and resources together to improve education, financial security and health - so more people can learn, earn and live well. Together, we're removing barriers and expanding opportunity so everyone in our region has the chance to thrive.

We are a results-focused organization that values creativity, innovation, and continuous improvement. Our work is grounded in data, strengthened by relationships, and powered by people who are passionate about making a difference. Team members are encouraged to bring ideas forward, collaborate across departments, and take ownership of their work while seeing the real-world impact of their efforts.