

# **Job Description**

## **United Way of Anderson County**

*Development Coordinator*

**Job Classification:** Full Time

**Reports to:** Director of Resource Development

**Location:** Anderson, SC

### **Purpose of Position**

Assist in the tracking, processing, and execution of the United Way of Anderson County's Fundraising and outreach efforts.

### **Resource Development**

- Assists the Director of Resource Development to plan and implement an effective annual campaign.
- Responsible for campaign data management, analysis, and gift processing.
- Supports all campaign processes assigned by the Director of Resource Development, especially within Workplace Campaigns and Corporate Engagement.
- Responsible for ensuring all donors receive appropriate stewardship and recognition.
- Assists with preparation of monthly Campaign Cabinet Meetings
- Assists in preparation of campaign solicitations: prepare database, print envelopes, and prepare for bulk mail as appropriate.
- Protect confidential information.

### **Database Implementation and Management**

- Keep organized, current and detailed records of campaign progress and donor information.
- Process campaign deposits and create generate monthly campaign and pledge reports.
- Maintain reporting of grant schedules and incoming grant opportunities.
- Work with Operations and Finance Departments on special projects as needed. This may include annual tax receipts as well as accounts receivable as it pertains to the annual campaign or special events.

## **Other Fundraising Support**

- Assists in special projects including fundraising efforts and fundraising events.
- Provides general project support to the Director of Resource Development, assisting with coordination, communications, and day-to-day tasks that advance fundraising and partnership efforts.
- Other Duties as Assigned.

## **Job Requirements**

### **Education and Experience**

- At least an Associate's Degree or 2-3 years of relevant experience in related field, i.e. data management, fundraising, communications, nonprofit management.

### **Skills and Competencies**

- Experience in Donor Relations, Stewardship Management and Collaborative Work preferred.
- Experience with CRM system (Andar 360, Blackbaud, Bloomerang, etc.) strongly preferred.
- Excellent communication skills, both oral and written.
- Excellent presentation skills.
- Professional and caring attitude, ability to work well with a wide range of people.
- Excellent interpersonal skills.
- Ethical and trustworthy.
- Ability to work well as a "team player".

If interested in this position, please send your resume to Madelyn Rivest (madelyn@uwandsc.org).

*The United Way of Anderson County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, life, short term disability, dental and vision insurance where United Way of Anderson County pays generously towards the cost of these benefits for eligible employees.*

*The United Way of Anderson County is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.*