

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION: Development Coordinator, Southern Region

FLSA: Salary Non-Exempt

DEPARTMENT: Resource Development

STATUS: Full Time

REPORTS TO: Chief Development Officer

INTRODUCTION: Granite United Way's vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of the job duties outlined below will enable us to follow through on our promises to the communities we serve.

SUMMARY: Granite United Way is seeking a highly energized people person to support our annual philanthropy activities and aggressive revenue growth. The Development Coordinator is responsible for coordinating the administrative operations of the development team, including but not limited to donor cultivation and stewardship, data management and budgeting, marketing and fundraising activities and internal/external communications.

The ideal candidate has a passion for helping people and communities thrive and is committed to both personal and professional development. Exceptional organizational, written, and verbal communication skills, meticulous attention to detail and accuracy, and the ability to proofread a must. The successful candidate will also possess a strong understanding of database systems and have strong analytical skills or aptitude. The right person will thrive in a fast-paced, deadline-driven work environment that is highly collaborative.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Support the annual fund development plan (individual giving, major and planned gifts, digital and direct mail marketing, corporate sponsorships and events, workplace campaigns, foundation/grant support, volunteerism)
2. Manage, update, and maintain the organization's fundraising database to ensure accurate information; Champion the use of the donor database with staff, developing business rules, manuals and providing ongoing staff training.

3. Prepare mailing lists and coordinate the execution of digital and direct mail solicitations; assist with donor-centric content writing and storytelling.
4. Assist with marketing strategy (social, corporate, earned, paid media and grassroots outreach)
5. Assist in the planning and execution of the annual budget process; coordinate weekly and monthly financial and donor reports to drive growth opportunities.
6. Assist with donation processing, including acknowledgment and stewardship letters; coordinate weekly donor stewardship activities.
7. Provide administrative support to the development team and regional volunteer committees including preparing meeting agendas and materials, taking minutes, sending regular updates, preparing reports, and following up on action items.
8. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
9. Other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Commitment to the mission of Granite United Way
- Bachelor's degree or equivalent experience. Concentration in English, communications, or related field preferred
- 2-3 years of non-profit experience, fundraising preferred
 - Experience working with volunteers, donors, and stakeholders.
 - Excellent oral and written communication, presentation, and interpersonal skills
 - Commitment to excellence and high standards
- Proficient in MS Office Suite, database programs
Experience in project planning, marketing and copywriting preferred
- Possesses high energy, a positive attitude, dedication; Offers a high degree of initiative
- Embraces teamwork and flexibility
- Demonstrates attention to detail, organizational skills, and the ability to multitask
- Sound professional judgment, an exemplary moral compass, exceptional personal integrity, and high ethical standards that engender trust
- A proven ability to identify, navigate, and successfully interact within the dynamics of a fast-paced environment

ENVIRONMENT:

This position is primarily based in a general office environment that is clean, well-lighted, environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional lifting.
3. Ability to travel throughout the territory required
4. Ability to work a flexible schedule, which may include night and weekends

5. Ability to tolerate prolonged sitting and/or standing and to lift to 25 pounds to waist high level whenever necessary.
6. Mobility includes regular sitting, some standing and walking.