

United Way of the Greater Lehigh Valley Job Posting

April 24, 2019

Position Title: Development Associate

Position Status: Full-Time/Salary/Non-Exempt

Position Description

This position is a mix of donor prospect research and general administrative support for UWGLV's fundraising team. The Development Associate will manage prospect research and data integrity strategy, manage the data integrity of Tocqueville Society members and perform prospect research in order to make recommendations on qualified leads to fundraising professionals. Our data sources for prospect research includes Wealth Engine, our internal CRM dataset as well as general external resources. This is an internal facing position that plays a behind-the-scenes supporting role for our resource development team. During campaign season this position provides general support to the workplace campaign staff which may include some errand running in Lehigh, Northampton and Carbon counties.

QUALIFICATIONS TO PERFORM JOB SUCCESSFULLY

Education and/or Experience

- 2-3 years of working experience in a range of the following: prospect research, development, fundraising, administrative support, market research, data management.

Skills

- Familiarity with CRM systems used for fundraising and data analytic/report writing skills from CRM data sets
- Proficient in Microsoft Windows, Excel, Word, Power Point, Outlook.
- Demonstrated ability to drive and perform data analysis, and experience with appropriated analytic tools to support this work
- Detail oriented with a proven ability to quickly and concisely summarize large amounts of information
- Exceptional relationship-building and communication skills that include sensitivity to donor information
- Fluent in the English language, both oral and written, including correct punctuation, spelling and grammatical usage.
- Ability to complete basic math as well as review and interpret reports and graphs.
- Understanding of and commitment to the mission, vision, and goals of United Way.
- Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the salary and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 1%-2% of base salary. Our full-time positions offer a flexible standard workweek of 37.5 hours. As a non-exempt position, any hours worked in excess of 37.5 will be paid in addition to the base salary. The benefits package includes medical and dental insurance subsidized at 80% for employees and their dependents, life and ltd insurance fully paid and an employee funded vision insurance option. UWGLV begins contributing a 5% of salary direct contribution and up to a 2% of salary match to the 401k at the 1 year anniversary (3 year cliff vested). Eleven paid holidays, 5 sick days, 3 days to volunteer, 15 PTO days as well as an assortment of special use leave days are provided per year, starting in the first year. PTO days increase with years of service. Our beautiful modern office includes an on-site cafeteria, free parking and a free gym.

HOW TO APPLY

Interested candidates may e-mail a resume and/or cover letter including salary requirements to:

United Way of the Greater Lehigh Valley

Attn: Mary Terp, Director, Human Resources

maryt@unitedwayglv.org | Phone 610-807-5712

GIVE. ADVOCATE. VOLUNTEER.

**United Way of the
Greater Lehigh Valley**

UnitedWayGLV.org

