

## United Way of the Greater Lehigh Valley Job Posting

May 26, 2022

Position: Manager, Digital Giving Portals

Department: Strategic Technology

Supervisor: Henry Tangredi

Position Status: Full-Time/Salary/Exempt

Salary Range: \$45k to \$50k

### POSITION DESCRIPTION

Create, manage, and maintain the online giving portals donors use to pledge to their employer's United Way Annual Campaign.

### Accountabilities:

1. Manage online giving portals (70%)
  - a. Build portal templates, run reports, and support data needs of RM's, provide training to RM's as needed
  - b. Ensure gifts & opportunities are accurate and processed timely and accurately, portal branding and messaging is aligned with marketing, all information is accurate on portals
2. In coordination with the Director, Data Systems, maintain SOPs related to online giving portals (5%)
3. Maintain & develop skills in SQL/SOQL, reporting, and web development (5%)

### Work Experience and/or Education

3-5 years of experience in a range of the following: systems administration, e-commerce, data systems management, customer relationship management systems and/or web development. Relevant education considered in lieu of experience.

### Skills

- Digital native with exceptional skills in learning and improving utilization of business systems
- Proficient in designing and managing user interface or customer/donor experience in a digital system.
- Proficient in Microsoft Windows, Word, Excel, Outlook, Power Point.
- Understanding of and commitment to the mission, vision, and goals of United Way

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 base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 2%-3% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

### Remote Work and Pandemic Conditions

This position is based in our office in Allentown, PA for at least 70% of the schedule. After an introductory period and if the work allows, this position may choose to work remotely for up to 30% of the schedule. During periods where public health officials are recommending telework to reduce the spread of infectious disease this position can be done nearly 100% remotely.

### HOW TO APPLY

Candidates may apply here: <https://easyapply.co/job/manager-digital-giving-portals?rcid=uwglv> and may contact [maryt@unitedwayglv.org](mailto:maryt@unitedwayglv.org) with any questions.

**GIVE. ADVOCATE. VOLUNTEER.**

**United Way of the  
Greater Lehigh Valley**

[UnitedWayGLV.org](http://UnitedWayGLV.org)

