

## United Way of the Greater Lehigh Valley Job Posting

September 18, 2019

Position Title: Manager, Donor Relations

Department: Resource Development

Supervisor: Rebecca McAtee, Director, Leadership Giving

Position Status: Full-Time/Salary/Exempt

### **Position Description**

The Manager, Donor Relations manages Tocqueville and Leadership Giving donor communications and stewardship. This position requires a high caliber WRITER, who must demonstrate ability in the composition of compelling written communication and ability to “ghost write” in the voice of others, all with impeccable grammar and attention to detail. The administrative components of the position make up about half the work. This position provides the opportunity to work directly with individual donors in a support role without soliciting donations.

Day to day tasks include:

- Composing, managing the creation and signing of, and sending acknowledgement letters,
- Composing content for newsletters, website and other correspondence,
- Managing donor recognition such as rosters, gifts, award nominations,
- Administrative support tasks: reporting designation payouts to agencies, supporting the cabinet and committees of Women United and Emerging Leaders, assisting relationship managers and workplace campaign, and general department administrative tasks.

### **Work Experience and/or Education**

- 5-plus years of professional experience in a range of the following: fund raising, donor stewardship, sales, marketing, administrative support and/or public relations/customer services. Relevant education considered in lieu of experience.

### **Skills**

- Demonstrated ability in the composition of compelling written communication.
- Familiarity with CRM systems used for fundraising
- Proficient in Microsoft Windows, Excel, Word, Power Point, Outlook.
- 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.
- 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 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. 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 to:

United Way of the Greater Lehigh Valley

Attn: Mary Terp, Sr. Director, Human Resources

[maryt@unitedwayglv.org](mailto:maryt@unitedwayglv.org)

Phone 610-807-5712

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**United Way of the  
Greater Lehigh Valley**

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

