

## United Way of the Greater Lehigh Valley Job Posting

Department: Resource Development

Supervisor: Kristen Quirk, Director, Philanthropy & Donor Engagement

Status: Salary, Exempt, Full-time

Salary Range: \$60k - \$65k base salary annually plus performance-based bonuses

### ***Position Description Major Gift Officer Philanthropy Investment Officer***

The Philanthropy Investment Officer (major gift officer) is responsible to identify, qualify, cultivate, solicit, and steward donors and prospective donors with the capacity to join Tocqueville Society (\$10k and up annually). This position will have direct responsibility for a portfolio of 125+ current and prospective major donors.

- Qualify, cultivate, and solicit individual prospective donors for UWGLV through community engagement and prospect visits with existing and potential donors
- Steward and solicit existing individual donors for renewed and increased gifts to UWGLV's annual campaign from an assigned portfolio

### ***Work Experience and/or Education Major Gift Officer Philanthropy Investment Officer***

5-plus years of professional work experience in a range of ANY of the following: major gifts solicitation, donor stewardship, fund-raising, direct appeals, high net-worth individual sales, working with board and committee members in a not-for-profit setting; a related Bachelor's degree considered in lieu of work experience.

### ***Skills Major Gift Officer Philanthropy Investment Officer***

Comfort and proficiency with presentation and compelling communication skills both one-on-one and with groups.

Proven experience in personal relationship building, socializing professionally in both intimate settings and at larger social events.

Familiarity with database software and customer service / donor management software.

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 base pay and annual merit increases this position is eligible for our org-wide performance based annual bonus package which is typically 4%-6% 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.

### ***Work Location***

This position is based in our office in Allentown, PA and donors generally expect to meet in person. We do provide all staff with the technology necessary to work from outside the office and our gift officers are provided with laptops. Our policy requires that at least 70% of the work schedule is done in person either in our office or at donor meetings/events.

### **HOW TO APPLY**

Interested candidates may apply via: <https://easyapply.co/job/leadership-gift-officer-1?rcid=uwglv>.

