

United Way of the Greater Lehigh Valley Job Posting

March 5, 2019

Position: Relationship Manager

Department: Resource Development

Supervisor: Ray Santiago, Director, Workplace Engagement

Position Status: Full-Time/Salary/Exempt

POSITION DESCRIPTION

This is a fundraising position responsible for a portfolio of workplace campaign accounts and donors. Responsibilities include building relationships with stakeholders at workplace accounts, assisting in managing and growing donations from employees at those accounts, making presentations to groups of workplace account employees and the cultivation of new workplace accounts.

QUALIFICATIONS TO PERFORM JOB SUCCESSFULLY

- 3-5 years of experience in donation solicitation in a non-profit environment, similar sales experience or other related business experience.
- Fluent in the English language, both oral and written, including correct punctuation, spelling and grammatical usage.
- Comfort and proficiency with presentation skills both one-on-one and publicly.
- Proven experience in personal relationship building, socializing professionally in both intimate settings and at larger social events.
- During campaign season (September – January) some accounts will require presentations very early in the morning, late at night and on limited occasions the weekend.
- Must be able to provide own transportation to various business locations around the Lehigh Valley area including frequent trips to Carbon County. These trips are often unplanned and time constrained.
- Proficient in Microsoft Windows, Word, Excel, Outlook, Power Point.
- Bilingual in Spanish a plus.

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 4%-6% of base salary. Our full-time positions offer a flexible standard workweek of 37.5 hours. 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.

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.

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

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Greater Lehigh Valley**

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