



United Way
OF THE GREATER LEHIGH VALLEY

United Way of the Greater Lehigh Valley Job Posting

Sr. Director, EITC

Department: RD

Supervisor: Chief Engagement Officer

Status: Salary, Exempt, Full-time

Salary Range: \$75k – \$80k

Location: UWGLV Office

Position Description Sr. Director, EITC

Plan, organize and execute strategies and tactics to maximize the PA Earned Income Tax Credit (EITC) program for businesses and individuals. This work generates revenue for our programs in community.

Accountabilities:

1. Create and execute on a business development strategy around EITC.
2. Renew and grow existing EITC contracts and designations.
3. Consolidates business and individual (SPE) programs into single shop
4. Generate new EITC revenue through individual solicitations.
5. Execution of all operational pieces, ensures compliance with all state and finance regulations
6. Coordinate efforts of staff soliciting EITC revenue.
7. Main point of contact with DCED.

Work Experience and/or Education Required

5-plus years of work experience in business development, fundraising, sales.

Skills Required

- Entrepreneurial perspective.
- Deep understanding of the EITC funding structure.
- Ability to connect and build trust with high-net worth donors and prospects
- Strong organizational, interpersonal, and leadership skills.
- Ability to manage multiple projects simultaneously and provide technical guidance to EITC donors.
- 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 a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location

This position is based in person at the UWGLV office in Allentown, PA for at least 60% of the work schedule. In person meetings at various locations in Lehigh, Northampton, and Carbon counties are frequent.

HOW TO APPLY

Interested candidates may apply via: <https://my.career.place/static/jobs/sr-director-eitc-cmckmfj7ia90iphnyx8irqy?source=uwglv>