



United Way OF THE GREATER LEHIGH VALLEY

United Way of the Greater Lehigh Valley Job Posting

Administrative Assistant, Resource Development

Department: Resource Development

Supervisor: Chief Philanthropy Officer

Status: Hourly, Nonexempt, Full-time (37.5 hours per week)

Rate Range: \$27 – \$30 / Hour

Location: UWGLV Office

Position Description Executive Assistant

Provide administrative support to the fundraising team, be at the center of all support for the annual campaign execution, support and execute details for donor and volunteer meetings and events, execute on donor engagement projects, provide executive support to senior leadership in Resource Development.

Responsibilities include:

- Administrative and tactical tasks: expense reports, agendas, donor profiles
- Assist with planning, host and co-facilitate team meetings, donor and volunteer meetings and events
- Manage schedules and prepare senior leaders for meetings
- Serve as core support for annual campaign
- Act and communicate on behalf of senior leaders
- Provide excellent customer service for volunteers, donors and partners including relationship building with their admins and CRM maintenance in donor database
- Provide general org-wide administrative support as a member of the Admin team

Work Experience and/or Education Required

Five plus years' professional administrative/secretarial work experience; project management and executive sales or fundraising support a plus, education considered in lieu of experience.

Skills Preferred

- Familiarity with fundraising, revenue development and/or client relations,
- Proficient user of general office equipment,
- Knowledge of business English correspondence, correct punctuation, and grammatical usage,
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook),
- Knowledge of Salesforce or CRM related software
- Ability to work in a fast paced, results driven environment
- 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, annual COLA, individual performance bonuses and shared success bonuses, 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.

HOW TO APPLY

Interested candidates may apply via: <https://my.career.place/static/jobs/administrative-assistant-resource-development-2026-cmpe078nwfqxp0ilhjf0ity32?source=uwglv>