



United Way OF THE GREATER LEHIGH VALLEY

United Way of the Greater Lehigh Valley Job Posting

Workplace Philanthropy Officer

Department: Resource Development
Supervisor: Shaun Marakovits, Sr. Director, Workplace Engagement
Status: Salary, Exempt, Full-time
Salary Range: \$65k – \$70k
Location: UWGLV Office

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.

Work Experience Required

3 plus years of experience in donation solicitation in a non-profit environment, similar sales experience or other related business experience.

Skills Preferred

- 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 such meetings at various locations around the Lehigh Valley area.
- Bilingual in Spanish
- 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 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 our office in Allentown, PA and requires frequent in-person collaborations, meetings and presentations which are located off site in Lehigh, Northampton and Carbon Counties. Must be able to provide own transportation to these meetings.

APPLY: <https://my.career.place/static/jobs/workplace-philanthropy-officer-cmpn3vidah7nr0ilhl082wiwe?source=uwglv>