



**Position Title: Development Associate**

**Reports to: Director of Development**

**Date: 1/3/18**

### **Mission**

United Way of Collier County works to advance the common good by investing in the building blocks of a good quality of life: education, income, health and safety-net services.

### **Overview**

The United Way of Collier County (UWCC) seeks a Development Associate to support our annual fund campaign, community campaigns and ongoing fundraising efforts. The successful candidate will have previous experience fundraising experience; proficiency in donor database management; be able to manage multiple projects in a busy workplace environment; have a demonstrated ability to work well with others; have excellent design and writing skills; have strong project management skills; have strong computer skills; be proficient in Microsoft Office; have experience in direct mail campaigns; have experience in event planning and management; and have experience in website management. This person must be exceedingly well organized, flexible, professional and customer-centered.

### **Essential Functions Include**

- Organizing logistics of 4 annual fund direct mail appeals including pulling mailing lists, segmenting mailings, pulling prospect mailing lists, drafting/ designing mailings, managing a “Do not mail” list, updating database with new address information etc.
- Maintaining database records, researching new addresses, adding new constituents etc.
- Ensuring all individual pledges and donors are accurately recorded in the donor database, pledge reminders are generated and proper acknowledgements are sent to all our individual donors
- Identifying prospective major donors from annual donor pool, completing prospect research on candidates and providing data to SVP for cultivation
- Assisting with planning and execution of special events including campaign kickoff, days of caring, leadership and Tocqueville Society events
- Managing the mailings for community campaigns, supporting the committee work of community campaigns, organizing kickoff and closing events for campaigns, accurately tracking donations and reporting results for community campaigns
- Providing content for, edits and webpages related to our fundraising efforts
- Assisting with recruiting Agency Allocations Volunteers from within community campaigns and annual donor database

- Responding to general donor inquiries and online contact us form requests in a timely manner
- Batching gifts, researching monthly EFT's and generating gift processing data, providing credit card donation processing reports to the finance department, providing detailed reporting and support to the auditors annually
- Completing Database II reporting annually for United Way Worldwide and reporting for UW Florida
- Providing general office support for the fundraising department
- Providing support to the Director of Development
- Providing support to the Board Campaign Committee including taking minutes at their monthly meetings
- Leading work to create personal and memorable digital fundraising strategies
- Generating grant reports in accordance with funder guidelines
- Creating campaign marketing materials
- Supporting affinity groups
- Providing support for workplace campaigns as needed
- Supporting marketing and social media efforts to spotlight communities and individual donors
- Managing the brand/ public visibility of UWCC

### **Key Competencies**

- Database Management
- Attention to Detail
- Analytical Problem Solver
- Effective Communicator
- Interpersonal Skills
- Time Management/Multitasking Abilities
- Relationship Management
- Highly proficient in all Microsoft Office products

### **Soft Skills**

- Committed to excellence and the mission of United Way
- Exhibits a passion for serving people – Customer Service Focus
- Seeks creative and innovative solutions
- Exhibits high personal standards of integrity, honesty and character
- Demonstrates high level of energy
- Anticipates and plans ahead while seizing immediate opportunities that surface
- Professional dress and approach

### **Job Requirements**

- Bachelor's degree preferred
- At least three years of experience in fundraising or non-profit work

- Proven experience working in a donor database
- Knowledge of social media platforms
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Highly proficient in all Microsoft Office products
- Excellent written and verbal communication skills
- Highly organized with the ability to work independently as well as part of a team
- Energetic and passionate about the United Way and its mission
- Knowledge of website content management systems
- Able to work independently with little supervision
- Resource Development and Public Policy experience are valued
- Early morning, evening and weekend work will be required

### **Essential Physical Functions**

- Driver's license required
- Occasional bending and lifting of heavy materials

### **Position Type**

- Full-time, exempt, salaried
- Typical office hours are Monday through Friday, 8:30 am – 5:30 pm with an hour for lunch
- Early mornings, evening and weekends required, particularly in the months of August, September and October
- Occasional travel within Collier and Lee Counties expected as well as out of state, overnight travel for annual conferences

### **Compensation**

- Salary commensurate with experience

*This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

### **To Apply:**

Please send a cover letter, resume, 3 references, salary requirements and any other considerations to [Katie.Schweikhardt@uwcollier.org](mailto:Katie.Schweikhardt@uwcollier.org)

### **Equal Employment Opportunity Statement:**

The United Way of Collier County values diversity in the workplace and among our agencies and customers. We provides equal opportunity for employment and promotion to all qualified employees

and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, religion, color, age, sex/gender, sexual orientation, national origin, gender identity or expression, disability, marital status, veteran status, genetic information, ancestry or any other status protected by law.

Furthermore, The United Way of Collier County is committed to providing an equal opportunity workplace that is free of discrimination and harassment based on national origin, race, color, religion, gender, ancestry, age, sexual orientation, gender identity or expression, disability, marital status, veteran status, genetic information or any other status protected by law.