



Job Description: Development Coordinator
Reports to: Executive Director
Non-Exempt

Role:

Within the limits of general policies established by the United Way Board of Directors, and the Executive Director, to provide leadership in accomplishing the goals, objectives, and action plans of the Campaign. Support and help to advance United Way's mission in our area by facilitating communication and relationship-building with community partners and key stakeholders (local organizations, businesses, and individuals).

Work to meet the needs of donors, non-profits, and corporate social responsibility goals for employee volunteer opportunities and engagement within the community. Contribute to designing specific demographic engagement and potential donor events and affinity groups.

Key Responsibilities/Essential Functions

- Provide administrative, computer, database, and project management support, including providing a high degree of accuracy and thoroughness in calendaring meetings, conference calls, and appointments.
- Respond to inquiries in a timely manner.
- Compose, type, and proofread correspondence, including email communication.
- Organize emails, documents, and folders.
- Ensure that all informational data is current, appropriate to goals and outcomes, and supporting all organizational needs.
- Serve as assigned to cross-departmental function projects.
- Attend organizational, departmental, and committee meetings as directed.
- Work involves utilizing extensive knowledge and skills in the areas of fundraising, relationship development and volunteer management.
- Works in partnership with volunteers to achieve objectives and generate fundraising revenue within an assigned set of workplace accounts.
- Sets goals and develops and implements strategies and takes action to maximize results.
- Monitors, updates, analyzes, and reports on campaign progress.
- Supports campaign and organizational initiatives, projects, and strategies.
- Arrange logistics of Campaign meetings, including scheduling, coordination of guests, food order and arrangements or other required items, support with preparing content, printing, compiling, and distributing materials, room preparation before and after meetings, meeting note taking and creation of minutes.
- Arrange logistics of employee workplace campaigns, including scheduling, coordination, support with providing content, distributing materials and room preparation.
- Arranging member agency workplace campaign invites and tracking.
- Communicates and presents information to individuals and groups at meetings and events.
- Coordinate completion of meeting follow up tasks, to include meeting minutes, workplace campaign pledge packet tracking, packet auditing and manually recording.
- Takes inventory of and purchases United Way promotional items and materials for campaign.
- Plans and Coordinates Annual Kickoff and fundraising events.



- Coordinate UW's participation in community outreach and cultivation, to include tabling and other community events as requested, ensuring materials are gathered and transported to events.
- Staff tabling events.
- Supports other United Way staff in closing the campaign and providing all necessary data and recognition information.
- Supports Community Impact Director with campaign data for Annual Meeting.
- Develop grant writing skills to generate grant/foundation revenue.
- Willingly perform a variety of tasks and help create solutions to support department activities.
- Provide courteous and sensitive customer service to both internal and external customers.
- Responsible for assisting with United Way of Odessa external communications tools such as newsletters, announcements, press releases, social media, website to advance nonprofit support.
- Perform other duties, including community relationship-building duties, as directed.
- Assist with the organization of team building and other staff activities.
- Provide telephone backup support for department and reception.
- Works with One Drive and Salesforce software programs to maintain internal records, donor records and campaign reporting.

Independence of Action & Decision Making:

- Receives general direction from supervisor and works independently within organizational and excellence strategies and objectives to achieve results.
- Involves team members when decisions impact more than one area or have significant impact to a segment of internal or external stakeholders.
- Requires planning and arranging of own work in relation to overall set objectives of department.

Relationships:

- Internal relationships are primarily focused on supporting and consulting with team members.
- External relationships with volunteers and donors are of significant importance and focus on educating, influencing and guiding.
- Represents organization to accounts, groups, and individuals.
- Campaign staff, other United Way staff, and community partners

Core Competencies:

- Is personally aligned with mission.
- Builds and strengthens productive, trusting, and respectful internal and external relationships. Is committed to personal accountability.
- Works to meet/exceed expectations focusing on organizational results.
- Applies a collaborative and cooperative approach to working with others.
- Develops innovative ideas and embraces change to enhance results.
- Strong conceptual skills and results focus
- Strong relationship development skills



- Proven ability to take initiative and be creative in thinking and solutions, to think strategically, and to execute on plan.

Additional Responsibilities

- The Executive Director may periodically add, change, or eliminate specific responsibilities and tasks assigned to this position.

QUALIFICATION REQUIRED FOR THIS POSITION:

- Degree or diploma in related field and 3+ years related nonprofit experience preferred, or a comparable combination of education and work experience.
- Experience in the areas of relationship development, fundraising, sales, and/or marketing is required.
- Perform all duties with a high degree of skills, accuracy, and confidentiality.
- Maintain a positive people approach; seek out work to be done; serve more than one customer at a time in an efficient and positive manner; work under pressure, deadlines, and time constraints; and work independently and as part of a team.
- Strong written and verbal communication skills
- Ability to work with and analyze numbers.
- Proven ability to be highly motivated.
- Strong planning, interpersonal and communications skills.
- Position requires solid organizational, interpersonal, and communication skills.
- Must be able to prioritize multiple tasks to ensure completion of all.
- Must be able to manage details.
- Work with the staff effectively.
- Must be results-oriented, self-directed, and personally accountable for expectations, timelines, and measures.
- Possess mature self-confidence.
- Proven ability to network, develop and maintain relationships with community representatives, business executives, foundation officials, donors, and the media.
- Database management experience
- Ability to adapt to changing office technology.
- Work requires the ability to properly read and type, edit, and proof general business correspondence and prepare reports.
- Experience working with volunteers is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is frequently required to speak, hear, see, and use depth perception. The employee must have the ability to operate a computer keyboard, and lift files and reports.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.



While performing the duties of this job, the employee is frequently exposed to normal office work environment conditions. Internally controlled working environment with little or no hazardous conditions. The noise level in the work environment is usually quiet to moderate. Participation in early morning, evening and weekend meetings and events is required. The employee will be required to travel to visit with constituents at their preferred meeting locations (place of work, home, etc.) and to travel to meetings and events out of the area.

To Apply: Email resume to cescobar@unitedwayodessa.org