



United Way of the
Dutchess-Orange Region

UNITED WAY OF THE DUTCHESS-ORANGE REGION – DEVELOPMENT COORDINATOR

United Way of the Dutchess-Orange Region is seeking a Development Coordinator to successfully manage workplace fundraising campaigns, the Hudson Valley SEFA Campaign and act as a face of the organization in the community. We are seeking a *relationship-driven, forward-thinking, and action-oriented* individual to join our team. We enthusiastically encourage candidates from diverse backgrounds to apply. Please send resume, cover letter and salary expectations to HR-inbox@uwdor.org.

Responsibilities

Manage corporate fundraising initiatives including workplace campaigns, corporate gifts, sponsorships, and new business opportunities

Design, organize, implement, and direct the annual Hudson Valley SEFA campaign including developing and managing budget

Facilitate in-person and virtual presentations about the work of United Way to groups of 10-100 individuals

Highlight the impact of United Way in written communications, literature and on social media

Meet virtually and in-person with community representatives in Dutchess, Orange and surrounding counties.

Provide support in the execution of all United Way events and activities

Provide back-up within the Resource Development Department as needed, including grant writing

Education/Experience

Bachelor's degree in business, marketing, communications, non-profit management, or related field

Minimum of two years fundraising/sales experience

Experience building, developing, and retaining strong relationships with donors

Knowledge of Andar or other fundraising software

Knowledge of Microsoft Office products including Word, Excel, and PowerPoint

Spanish speaker a plus, but not required

Ability to work independently and as part of a team

Available to adjust schedule for evening and weekend events

Must have valid driver's license, car and insurance (travel required)

Physical Attributes for the Development Coordinator position

Ability to lift objects up to 20-25 pounds as well as carrying/bending

Ability to sit at computer for up to 7 hours per day

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