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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.

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, nonprofit 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 Development Coordinator position

1. Ability to lift objects up to 20-25 pounds as well as carrying/bending
2. Ability to sit at computer for up to 7 hours per day

Please send resume, cover letter and salary expectations to HR-inbox@uwdor.org