

United Way of the Greater Lehigh Valley Job Posting

April 6, 2022

Position: Relationship Manager

Department: Resource Development

Supervisor: Ray Santiago, Sr. Director, Campaign Strategy

Position Status: Full-Time/Salary/Exempt

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 and/or Education

3-5 years of experience in donation solicitation in a non-profit environment, similar sales experience or other related business experience.

Skills

- 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 various locations in Lehigh, Northampton and Carbon Counties. These trips are often unplanned and time constrained.
- Proficient in Microsoft Windows, Word, Excel, Outlook, Power Point.
- Bilingual in Spanish a plus.
- 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 our org-wide performance based annual bonus package which is typically 4%-6% of base pay. The benefits package includes subsidized medical and dental insurance, fully paid life and ltd insurance, an employee funded vision insurance option, a 401k retirement plan with employer contributions and a generous paid leave policy.

Remote Work and Pandemic Conditions

This position is based in our office in Allentown, PA for at least 70% of the schedule. After an introductory period and if the work allows, this position may choose to work remotely for up to 30% of the schedule. During periods where public health officials are recommending telework to reduce the spread of infectious disease this position can be done nearly 100% remotely.

HOW TO APPLY

Interested candidates may apply via: <https://easyapply.co/job/philanthropy-associate-administrative-assistant-1?rcid=uwglv>

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**United Way of the
Greater Lehigh Valley**

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