



Job Title: Development and Event Coordinator
Full-Time Position

Primary function:

The position is responsible for providing direct support to the Executive Director. This requires accomplishing a variety of campaign, development, and operational tasks, including but not limited to data entry for individual and corporate donations and sponsorships, invoicing donors/sponsors, producing donation reports and mailing lists, event planning and implementation, database management, and marketing-related activities. The position will be the lead and the contact for the Day of Caring event and various yearly campaign related functions. The position requires carrying out a wide variety of administrative tasks and working closely with the Executive Director and the Board.

Duties of the Position:

- Accurate record keeping of the annual campaign and related events and activities:
 - Enter all campaign pledges and gifts in Donation Tracker database
 - Ensure that donations are captured through company and other United Way portals
 - Ensure that donor designations are recorded and shared with accounting for processing
 - Act as lead contact for workplace campaign leaders; prepare materials for workplace presentations
 - Compile donor mailing lists for appeal letters, sponsorship requests, and event invitations
 - Provide campaign/donor reports and assist in developing strategic outreach to subsets of donors
 - Set up online campaign and monitor to ensure accurate transfer of online donations
 - Prepare thank-you letters for all donations on a timely basis
 - Work with accountant to reconcile all campaign pledges to ensure that donation and accounting record keeping are aligned
 - Assist in mini-grant process as needed, to include application process, and notification of grant awards.
- Event planning:
 - Compile mailing lists from donor database for event invitations and assist in mail merge functions
 - Act as lead contact for venue, obtain menu pricing, research and obtain entertainment pricing
 - Work with Executive Director to prepare and mail sponsorship packets
 - Assist the Executive Director with the marketing, communications, and logistics related details of all fundraisers and events
 - Track sponsorships and ticket sales
 - Work with social media coordinator to set up events, ticket sales, and sponsorship levels on website
 - Assist Executive Director and social media coordinator in event marketing related activities such as promotional material design and distribution
- Day of Caring event planning:
 - Contact agencies and volunteers for interest and commitment to Day of Caring activities
 - Send and receive agency applications for Day of Caring involvement
 - Create schedule of volunteer assignments for Day of Caring and distribute volunteer schedule

- Develop visitation schedule for Executive Director and other staff to visit participating agencies during the Day of Caring event; visit sites and take photos of volunteers for use on social media
- Marketing Related Activities:
 - Assist Executive Director in planning, coordinating, and managing all marketing and related communications through various channels including, but not limited to media relations, social media platforms, email communications, and other avenues to promote our brand and our events.
 - Communicating with Member Agencies and grant recipients, obtaining marketing materials to promote the programs for use by social media coordinator and Executive Director.
 - Responsible for seeking out appropriate outreach opportunities to participate in.
 - Responsible for prompt, active communications with our stakeholders, our community nonprofit partners, Workplace Giving Campaign partners, EFSP Funded Program nonprofits, board members, and the public.
 - Assist in creating email campaigns through MailChimp
- Administrative Duties
 - Provide community resources for callers in need
 - Assist in preparing Board packets; Take and prepare Board meeting minutes when requested
- Other duties as assigned by the Executive Director.

Basic Qualifications:

- Bachelor degree in marketing, communications, non-profit management, or related field from an accredited university required.
- Superior level of proficiency in fundraising database applications
- Superior level of proficiency in Microsoft Office applications (particularly Word and Excel), Canva, and MailChimp or Constant Contact required.
- A minimum of three years of experience in fundraising, marketing, communications, or related field, preferably in a non-profit organization

Preferred Qualifications:

- Familiarity with Donation Tracker database.
- Ability to do basic design work in Canva, create eblasts in MailChimp, and post in social media platforms.
- Event planning experience. Excellent communications skills who demonstrates the ability to speak clearly, write with clarity and respond in a business-like manner appropriately with all stakeholders.
- Ability to work well with others as well as independently, with the understanding that working with a small team there is often the need to lend a helping hand.
- Ability to maintain confidentiality.
- Enthusiastic to advance the mission of the United Way of Beaver County
- Must have a valid state driver's license along with reliable transportation and the ability to travel for business using personal vehicle. Proof of vehicle insurance and current registration is required upon hiring.

Salary Range: \$40,000 - \$45,000 dependent on qualifications and experience

Benefits available, including retirement benefit

This is not a remote position

Submit Resumé and cover letter to:

Mary Lou Harju, Executive Director

United Way of Beaver County, 3582 Broadhead Road, Suite 205, Monaca, PA 15061

marylou.harju@unitedwaybeaver.org (You will receive an email confirming receipt)