



336 Central Park Avenue
White Plains, NY 10606
914.997.6700
www.uwwp.org

Job Title: Development Associate
Reports To: Chief Development Officer

Category: Part-Time (20-25 hours/week)
Location: White Plains, NY

Summary of Position Responsibilities:

This position supports the development department's work in raising financial support from the community including individuals, workplace employees/donors and corporate/business entities, as well as actively stewarding and strengthening the donor database and select portfolios within the community.

The Organization:

The United Way of Westchester and Putnam helps residents to be self-sufficient and thrive in a stronger community, by providing strategic resources and tools to marginalized populations in crisis, especially the 40% of our neighbors that live in poverty or paycheck to paycheck (what we call ALICE -- Asset Limited, Income Constrained, Employed). Our efforts include the 211 Helpline, early literacy programming for preschoolers, job skills training and financial empowerment for adults, as well as access to health services. We do this by convening stakeholders and thought leaders, collaborating with community partners, and investing in programs and services to leverage our collective strengths against the strongholds of poverty. Our efforts impact tens of thousands of individuals and families each year.

Core Responsibilities:

- Work with companies/organizations to manage all aspects of their workplace giving campaigns, including timetable, scheduling, company specific event ideas and appropriate marketing collateral for their use.
- Present and/or coordinate UWWP presentations, either virtual or in person, for company campaign meetings and all support materials required, with the intent of asking for contributions.
- Track and manage donor giving data in Bloomerang database, prepare regular campaign activity status reports as well as campaign projections. Necessitates financial acumen and ability to track and compare financials figures
- Prepare donor target lists. Make and track calls to donors and prospects, whether community or workplace based.
- Create and send Thank You letters for pledges and donations from workplace donors
- Work with workplace representatives to ensure that campaign results are reported to UWWP.
- Works within online 3rd party portals to update UWWP information and retrieve financial information and reports.
- Work closely with other UWWP departments, especially Finance to report-out community giving and workplace campaign results in a timely and accurate manner.

Other

- Communicate and work as a member of an interdepartmental team. Assists with the planning, coordination, and implementation of UWWP events, and general development activities.
- Provide excellent customer service by facilitating communication and relationship building with key constituents (community members, businesses, and local organizations).
- Other duties as assigned.



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Professional Characteristics

- Develop and maintain positive professional relations with all staff, departments, service providers, representatives, and volunteers.
- Ability to work effectively in a team environment as well as in self-directed situations with minimal day to day supervision.
- This position requires a highly organized individual, with excellent follow up skills and exceptional attention to detail, as well as the ability to plan and administer multiple concurrent projects.
- Work in a highly collaborative manner to accomplish key projects and initiatives.
- Position requires strict adherence to professional and dignified behavior, confidentiality and protection of donor information, and respectfulness whether within the workplace, other not-for-profits, or in the community.
- Always maintains professional demeanor, open mindedness, and patience.
- The candidate must be comfortable and confident working with corporate client organizations, donors, and the public.

Communication Skills

- Strong written, verbal, organizational skills, ability to prepare and lead presentations.
- Demonstrates effective listening skills and responds appropriately and in a timely manner.
- Proficiency with all MS Office Suite programs, especially Excel.
- Experience with donor database software, applications, and report production.
- Online experience commensurate with managing online portals to extract data and financial reports

Education and Experience

- Bachelor's degree or equivalent professional experience required.
- Minimum of 2 years in specific nonprofit work or client-based sales and support position.

Working Conditions/Physical Demands

- This is position is "in-office," where health and safety protocol continue to be of paramount importance to the organization.
- Ability to perform physical work, including the ability to lift up to 25 lbs. unaided is required.
- Must provide own transportation and transport materials, etc., to outside meetings.

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Application Deadline: Open until position is filled

Salary Range: \$20-\$25/hour dependent on qualifications

To Apply: Send cover letter, resume and references to mtramontine@uwwp.org "Development Associate" in subject line. Applications received without a cover letter will not be considered, and candidates selected for interviews will be notified. No phone calls.

United Way of Westchester and Putnam, Inc. is an equal opportunity employer and acts in accordance with applicable laws in our hiring and employment practices.