



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

Job Title: Development Associate
Reports To: Chief Development Officer

Category: Full-Time, Non-Exempt
Location: White Plains, NY

Summary of Position Responsibilities:

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

The Organization:

[United Way of Westchester and Putnam](#) (UWWP) mobilizes strategic partnerships and leverages resources to create a more equitable community by advancing education, financial stability, and health initiatives. These include the 211 Helpline, the Ride United Last Mile food delivery program, the Education United After School program, the United2Read early literacy program for preschoolers, the Essential Goods for Basic Needs program, and of course, grants and other investments in support of the programs offered by its nonprofit partners. All of these efforts are designed to support the 40 percent of Westchester and Putnam households living in poverty or paycheck to paycheck, what they call [ALICE](#) (Asset Limited, Income Constrained, Employed). Our efforts impact tens of thousands of individuals and families each year.

At the United Way we believe that **WE ARE STRONGER TOGETHER** and that it is only by being **UNITED** that we can change the world for the better. Our organization has a purpose-driven culture, one that prioritizes the greater good, hustle, and getting-things-done, while focusing on innovation, risk-taking, and having fun.

Core Responsibilities:

- Provide support for fundraising events to include marketing copy, registration assistance, acknowledgements, solicitation follow up, etc.
- Track and manage fundraising data in Bloomerang database, prepare regular campaign activity status reports as well as campaign projections.
- Prepare donor target lists. Make and track calls to donors and prospects.
- Develop and support volunteer event committees.
- Prepare budgets for each event; finalize each event reconciliation report and submit to Finance.
- Manage reservations including guest list, seating, post-event thank you letters, etc.
- Develop event staffing assignments and schedules and conduct pre-event meetings with volunteers.
- Attend all events and provide oversight.
- Other event related tasks as required per event type.

Other

- Assist with donor stewardship throughout the year including community appeals mailings, donor recognition for annual reports, telephone follow up as required, etc.
- Perform prospect research regarding both individuals, businesses, and corporations to help broaden the organization's visibility and recognition, as well as garner increased financial support.
- Maintain accurate records of volunteer hours of service for special events, engagement opportunities and other fundraising activities, for year-end reporting requirements.
- Assist with preparation of information about resource development, donors and giving, etc. for the FY end Database 2 Project required by United Way Worldwide by June 30th each year.



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- 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).
- This position may, from time to time, be required to assist with other UWWP projects and programs.
- Other duties as assigned.

Professional Skills and Characteristics

- Develop and maintain positive professional relations with all staff, departments, service providers, representatives, and volunteers.
- 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 with other UWWP team members to accomplish key projects and initiatives.
- Position requires strict adherence to professional and dignified behavior, confidentiality and protection of donor information.
- Always maintains a mature and professional demeanor.
- Open-minded with a willingness to try new things.
- Strong time-management skills that allow for flexibility to changing deadlines and organizational needs.
- Strong written and verbal skills.
- 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.
- 1 to 2 years in related nonprofit work or client-based sales and support preferred.

Working Conditions/Physical Demands

- While this position is preferably "in-office," where health and safety protocol are of paramount importance to the organization, employees generally are allowed to work remotely at least 1 day week.
- Ability to perform physical tasks, including the ability to lift boxes for events up to 25 lbs. unaided.
- Must provide own transportation and transport materials, etc., to outside meetings.

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Application Deadline: Open until position is filled.

Salary: Starting at \$50,000 with a very competitive and comprehensive employee benefits package.

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 please.

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.