

Position: Development Associate

Full Time, Permanent, Non-Exempt Position

Reports to: Director of Development

Department: Resource Development

Summary

The Development Associate is responsible for establishing contacts and building positive relationships with a variety of companies in Monterey County for the purpose of raising charitable funds. The Associate is responsible for maintaining accurate data related to those campaigns. The Associate must possess a detailed understanding of United Way Monterey County (UWMC), its certified partner agencies and our role in the community and possess the communication skills to impart this information to the public through the workplace campaigns. Associate is also expected to participate in special events/projects and take leadership role(s) as assigned.

Key Responsibilities

- Arrange and conduct campaign presentations to full spectrum of employees, groups from 5 to 50, within a variety of workplace environments.
- Assist volunteers with off-site special fundraising events and innovative ideas to encourage giving within the workplace.
- Participate in the development and preparation of campaign marketing materials.
- Ensure timely completion of campaign reports and documentation as needed for analysis and strategic planning.
- Track and analyze campaign results through use of MS Excel and donor database software.

Competencies:

- The ability to build, leverage, and maintain mutually positive relationships that provide support for and add value to United Way, its programs, and the community.
- Ability to cooperate/collaborate with customers and stakeholders to clearly define their objectives to identify solutions that solve their needs and lead to increased revenue.
- Ability to multitask.
- Presents ideas in a style that is clear, fluent, and to the point; keeps the attention of others; clearly articulates the key points of an issue; takes recipients' perspectives into consideration.
- Focused on results with the capacity to be energized and excited by challenging objectives and a concern for exceeding goals set by self or others; achieve high level, sustainable performance.
- The ability to network and partner with all stakeholders including broad and diverse representation of private/public and traditional/non-traditional community organizations.

Desired Qualifications:

- BA degree or equivalent with emphasis in Communications, Marketing, Business Administration preferred.
- Professional experience in resource development and fundraising.
- Professional experience in sales, sales management and customer service.

Position Requires:

- Comfortable with public speaking
- Bilingual/Biliterate Spanish-English
- Commitment to maintaining information confidentiality
- Ability to use Microsoft Office with advanced knowledge of Microsoft Excel and willingness to learn fundraising database software
- Ability to work in locations with limited access
- Able to lift, carry and transport a 35 pound box.
- Flexible hours
- Valid CA driver's license and access to car
- Travel by car throughout Monterey County, daily or weekly as needed

Benefits: Benefits include healthcare, dental, vision, retirement plan, disability, life and generous paid time off and holiday policies.

Compensation: Commensurate with experience.

How to Apply: Interested applicants are encouraged to submit a cover letter and resume by email, kmitchell@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.