

## COORDINATOR OF PHILANTHROPIC SERVICES

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**Department:** Resource Development  
**Reports to:** Chief Development Officer

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### **ORGANIZATIONAL OVERVIEW**

United Way of Erie County is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed, and ALL families thrive.

At United Way of Erie County, we value the differences of ideas, experiences, and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge, or age. We believe we are strongest when we are most inclusive.

### **POSITION SUMMARY**

United Way of Erie County (UWEC) is seeking to grow its development team with a talented, motivated, administrative professional to support major gift development and an endowment campaign for the expansion of United Way's Community Schools initiative. The coordinator will be an integral part of the development team, reporting to the chief development officer and working closely with UWEC's board, staff, fundraising counsel and volunteer leadership. This position will assist with day-to-day development activities necessary to successfully execute the growth of major gifts, the endowment campaign, strengthen donor engagement and expand fundraising capacity.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **ESSENTIAL FUNCTIONS**

#### **Administrative Support**

- Organize and implement all administrative support systems for the growth of major gifts, especially as they relate to the endowment campaign including cultivation, solicitation, and stewardship activities
- Assist with appointment setting with donors and prospects
- Ensure all endowment campaign activity is maintained accurately in the database
- Coordinate tours of Community Schools with major gift prospects
- Maintain a comprehensive prospect list of individuals, corporations, and foundations
- Work closely with fundraising counsel, board and staff leadership to ensure they have the information needed to cultivate and solicit donors
- Coordinate Endowment Campaign Cabinet and Volunteer Leadership Committee meetings including scheduling, attending and capturing and distributing minutes and action items

- Follow-up with Volunteer Leadership Committee members and board members on prospect outreach and other action items, as needed
- Coordinate all endowment campaign cultivation and stewardship events
- Prepare solicitation kit materials for staff and volunteers
- Conduct prospect research, as needed
- Track all pledge letters and maintain contributors list and other supporting templates
- Coordinate thank you letters as gifts and pledges are received
- Develop campaign progress reports for board, campaign volunteers, and staff on a routine basis
- Support the resource development team including other duties as assigned

### **EDUCATION**

- Bachelor's degree or equivalent experience in fundraising
- Meaningful experience will be considered in lieu of degree(s)

### **EXPERIENCE**

- At least three to five years of development or professional office experience

### **SALARY RANGE**

- \$36,000 - \$45,000

### **REQUIRED SKILLS**

- Excellent customer service, organizational, oral and written communication skills
- Tact and sensitivity in working with donors and confidential information
- Excellent computer skills with working knowledge of database software and Microsoft Office products
- Knowledge of relevant fundraising principles, practices, and techniques
- Energetic, self-motivated, flexible and able to multi-task and work independently in a small, hands-on work environment

### **PHYSICAL REQUIREMENTS**

- Communicate with staff, donors, volunteers and partners, where appropriate
- Ability to use office equipment
- Access to reliable transportation

### **WORK ENVIRONMENT**

- Primarily works in climate-controlled office-based setting
- Position may require worker to commute to offsite locations to complete business
- After three-month probation period, position is permitted to work remotely up to two days per week with approval from supervisor