

ROLE DESCRIPTION

Position Title: Resource Development Coordinator	
Reports to: Senior Vice President, Resource Development	
Salary: \$40,000 - \$45,000	
Location: Pikes Peak United Way – 518 N. Nevada Avenue	Division: Resource Development
Classification: Full-time, Non-exempt	Supervises: N/A
General Functions: The Resource Development Coordinator is responsible for working with Resource Development staff to set up E-Pledge, maintain Andar (database), responsible for the Combined Federal Campaign and Colorado Combined campaign and support the team with other fundraising responsibilities.	

PIKES PEAK UNITED WAY MISSION STATEMENT: To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

ESSENTIAL FUNCTIONS

- Donor relations
- Tocqueville member services
- Maintain ANDAR database
- Extract data for reports and mailing lists
- Donor thank you letters
- ePledge Administrator: Responsible for working with RD staff to set up ePledge. Manage all aspects of ePledge.
- Tax receipts
- Send out invites through ANDAR for Pikes Peak United Way events.
- Responsible for Combined Federal Campaign and Colorado Combined Campaign.
- Identify and research lapsed and lapsing donors.

ADDITIONAL REQUIREMENTS/COMPETENCIES:

- Supports volunteer engagement initiatives.
- Understands, develops and communicates a thorough understanding and support for the mission of PPUW.
- Develops and maintains a strong working relationship with other departments.
- Supports and attends PPUW events, including occasional weekends.
- Takes initiative and sees tasks through with minimal supervision.
- Understanding of and ability to regularly access reporting and synthesize research.
- Promote established organizational values among internal and external UW constituents.
- Provide excellent customer service.
- Promote a cooperative spirit among coworkers and other partners.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

- Bachelor’s degree and/or 3 years of progressively responsible experience in the field of account management, fundraising, sales or related field.
- Proficiency in account management, database management and customer service.
- Organizational and interpersonal skills are critical to this position.
- Effective communication.
- Effective time management is essential along with the ability to multi-task.
- A demonstrated keen sense of relationship building is needed.
- Must be computer proficient and be detail oriented.

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.

- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ENVIRONMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to miriam@ppunitedway.org.