



**ORANGE COUNTY UNITED WAY
JOB ANNOUNCEMENT**

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| Job Title: Development Coordinator | Reporting To: Director of Corporate Engagement |
| Department: Development/ Corporate Campaign | Exempt: Administrative Exemption |

PURPOSE OF POSITION:

To provide administrative support and coordination to the Development team

Core Competencies:

- Problem Solving and Decision Making
- Communicating and Influencing
- Business Knowledge/Savvy
- Detail Oriented
- Partnering and Teamwork
- Personal Excellence

Key Accountabilities

1. Administrative lead for Campaign team
2. Manage Campaign Cabinet, including: ensuring roster and CRM/database is updated, organizing meeting logistics, providing meeting support (set-up/organization, minutes, etc.), creating committee binders and maintaining communication/correspondence with chairs and members
3. Support Campaign staff by coordinating all agency speakers, tours, bus tours, fairs, and one-off volunteer activities with extreme attention to detail to ensure accurate information is provided to the speaker, company and staff
4. Organize and send all corporate CEO thank you letters
5. Provide administrative and event support for Emerging Leaders United affinity group
6. Provide event support for events including, but not limited to: Rally for Change, FACE 2024 Scorecard Report, Women’s Philanthropy Fund Breakfast, ECM Appreciation, and various Tocqueville events
7. Manage monthly direct mailers to donors (\$25-\$9,999)
8. Maintain office supplies and campaign collateral inventory
9. Provide meeting support (meetings set-up, collection of RSVP’s and meeting minutes)
10. Update Campaign organizational calendars
11. Maintain and update donor database and create reports
12. Process all Tocqueville pledges/gifts for workplace donors
13. Generation of personalized packets, letters and completion of material requests
14. Assist with large mailings
15. Compose and/or type correspondence on an ongoing basis
16. Participate as a team member, assisting with special projects
17. Proofread Development Department correspondence and marketing materials
18. Implement process improvements in order to streamline administrative operations
19. Preferred software knowledge, Microsoft Suite, CRM, Enterprise, Illustrator and SharePoint
20. Perform other tasks as assigned related to the Development Department or the organization as a whole

SUPERVISION AND WORKING RELATIONSHIPS

- Position works under the direction of the Director of Corporate Engagement

EDUCATION AND TRAINING REQUIRED FOR THIS POSITION

- Three years of experience in a secretarial or assistant position and/or other relevant work experience



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- Experience in a sales environment desirable, non-profit service experience also a plus

TECHNICAL KNOWLEDGE

- Computer skills with emphasis on Microsoft office 2010 (Outlook, PowerPoint, Excel, Word)
- Advanced Excel preferred
- Experience in a business office, knowledge of business procedures and practices

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions for this role. The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Set-up and take down for donor engagement events. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

Send resumes to:

Orange County United Way
18012 Mitchell South
Irvine, CA 92614
recruiting@unitedwayoc.org