

## Job Description and Work Summary



United Way  
of the Brazos Valley

**Position:** Resource Development Coordinator, Donation Management  
**Accountable To:** President & CEO  
**Oversight Committee:** Resource Development  
**Term of Service:** At Will  
**Status:** Part-time (15-24 hrs/wk), Non-Exempt  
**Salary Range:** Based on skills and experience

**Position Summary:** Resource Development Coordinator, Donations Management is charged with managing the documentation of all donor and donation details in support of all fundraising activities for the organization. The position focuses on the achievement of resource development goals to maximize giving growth by retaining the current donor base and developing new business and new donor relationships.

**Committee and Work Responsibilities.** Below is a summary of the priority activities and percent of time estimates for this position.

Activity	Time Estimate
<p><b>Provide Support to Resource Development Team for Ongoing Resource Development Streams:</b></p> <ol style="list-style-type: none"> <li>1. Provide back-office support for the planning, set-up and execution of the Workplace Campaign and State Employee Charitable Campaign (SECC), including setting up campaign rallies, collecting and compiling information from Loaned Executives (LE) on account activities and updates</li> <li>2. Direct Mail/E-Mail Program: Work in coordination with the Resource Development Coordinator, Donor Engagement and Communications Manager to coordinate all aspects of Direct Mail efforts including: Retiree Letter, Leadership/Individual Giving/Small Business Letter. Complete all tasks by Thanksgiving, annually</li> </ol>	22%
<p><b>Donor Stewardship:</b> Ensure completion of all donor stewardship activities, including thank you efforts, IRS gift letters and individual acknowledgments via phone. Coordinate plans and efforts for two Campaign Thank You weeks annually.</p>	15%
<p><b>Data Management:</b></p> <ul style="list-style-type: none"> <li>• Utilize data management tool appropriately, ensuring all donor information and contact notes are recorded in a timely manner. Reconcile gifts from multiple giving platforms into the donation system (paper pledges, online gifts through multiple sources, etc.)</li> <li>• Produce weekly and monthly reports as requested by President and Resource Development Cabinet. Ensure all information is up to date by the 8<sup>th</sup> of each month for reconciliation with Finance Department</li> <li>• Provide data information to superiors for the planning and execution of fundraising activities</li> <li>• Complete all reports required for the SECC campaign including annual designation reports to the State Campaign Manager and individual designation reports to Local Campaign Managers throughout the state and to each designated charity in the Brazos Valley region</li> <li>• Ensure all United Way Worldwide Membership Requirements are accurately met and documented in donation system. Complete annual campaign performance reports required by United Way Worldwide (Database 2)</li> </ul>	65%
<p><b>Ongoing Professional Development:</b> Engage in professional development activities (webinars, meetings, literature) related to Resource Development and Donation Management to ensure the adherence of nonprofit fundraising best practices and innovation.</p>	3%

United Way of the Brazos Valley is an Equal Opportunity Employer.

\*Some areas of time may overlap.

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**Additional responsibilities as an employee of the organization include:**

**Knowledge of United Way, its mission, goals, ethics, principles, programs, policies and procedures and able to effectively demonstrate and communicate this information in all work activities.**

- **This person will use the following principles to guide their actions and decisions based on the following principles as defined in the UWBV Code of Ethics.**
  - 1.) Meaningful and Measurable Improvement
  - 2.) Community Interdependence and Collaboration
  - 3.) Volunteer Value Driven
  - 4.) Inclusiveness
  - 5.) Stewardship
  - 6.) Adaptive Organization

**This person will effectively and with great frequency demonstrate attributes and behaviors associated with the following United Way Worldwide (UWW) Professional Core Competencies.**

- Mission Focused
- Relationship Oriented
- Collaborator
- Results Driven
- Brand Steward

**As a high performance team member, create value and improve team systems, processes and results and contribute to the UWBV team in the following areas.**

- Organizational, Department and Individual Roles and Responsibilities
- Project Planning with and for Volunteers
- Effective Communication and Sharing of Information
- Efficient Use of Meetings
- Proactive Focus on Customer Needs and Expectations
- Respectful and Timely Follow Up
- Management of Processes and Projects
- Keeping Score of Progress and Demonstrating Results

**Trust Building and Other Duties as Assigned.** As a team player this person will need to assist other UWBV management and staff in completing and coordinating tasks and assignments. This is an important function of this position in addressing last minute requests and managing team work.

**Qualifications and Prerequisites for Service**

- Bachelor's degree in related field or 1-3 years of experience in a professional career including data entry, business, accounting, nonprofit resource development
- Knowledge of general computer programs (Outlook, Microsoft programs), donation management systems (specifically Donation Tracker) and social media platforms
- Able to work a flexible schedule around work commitments, as necessary

**Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping/Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Keyboarding/Grasping/Feeling:				X

**Physical Dimensions:** Low, Medium or High

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Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.