



Associate Director of Resource Development

United Way of Bucks County seeks a dedicated Associate Director of Resource Development to help drive our fundraising initiatives and bolster donor relationships.

The ideal candidate will be a dynamic individual with a passion for our mission. Our new colleague will be an exceptionally organized self-starter with a knack for fostering meaningful connections with donors.

Reporting to the Director of Development, this role will play a pivotal part in advancing our fundraising efforts and ensuring the seamless operation of our development department.

Job Responsibilities:

Donor Relations and Fundraising:

- Cultivate individual giving and foster new donor relationships through personalized phone follow-ups and face-to-face interactions.
- Identify potential opportunities for support and maintain a robust pipeline of donor prospects.
- Address inquiries from donors and funders promptly and effectively.
- Assist in scheduling and preparing meeting materials, conducting pre-meeting research, and coordinating and updating collateral.
- Travel to and from meetings and appointments as required, following up promptly on all items discussed.
- Support appeals by assisting in mailings, compiling donor lists, and generating post-campaign reports.
- Help identify and engage with corporate and community sponsors for cause-specific campaigns.
- Conduct research and aid in the application process for grant opportunities.
- Coordinate and participate in the planning of cultivation and fundraising events.

Donor Database Management and Administrative Support:

- Manage and update donor contacts in Andar (CRM), ensuring accurate and current information.
- Maintain the integrity of data management within Andar.
- Ensure timely acknowledgment of donors' contributions through board-involved thank-you calls and written notes.
- Maintain reporting schedules and generate reports as necessary.
- Assist in maintaining and updating all department/campaign dashboards.
- Customize and update materials for donors and prospects as needed.

Team Collaboration:

- Liaise with other departments including Finance, Marketing/Communication, and Impact teams to ensure alignment of messaging and goals.
- Support fundraising and stewardship events, including attendance/RSVP's, guest outreach, preparing materials, and inventory management.



- Provide support for other departments as needed during big volunteer events (Stuff the Bus, Bucks Knocks Out Hunger, Holiday Gift Card Drive, etc.).
- Represent United Way of Bucks County at community events.
- Other duties as assigned.

Qualifications and Requirements:

- Passion for United Way of Bucks County's mission and a commitment to community impact.
- 3 - 5 years of office work experience in a related setting, ideally in nonprofit fundraising or similar.
- Prior experience with fundraising software or CRM preferred.
- Strong organizational and communication skills.
- Highly reliable, detail-oriented, and comfortable with technology.

What we offer:

- Competitive pay (starting range for this position is \$47,000 - \$57,000).
- Extremely generous benefits. We fully cover the cost of your health insurance premiums, including medical, dental, and vision, as well as reimburse portions of medical co-pays and deductibles. We also offer a 401k match.
- Generous PTO, 12 paid holidays, and flextime.
- Flexible, hybrid schedule.
- Supportive team that wants you to succeed, plus ongoing training, education, and professional development.

Why you will love working with us:

- We are passionately committed to our mission – and to treating every person with respect and dignity.
- We live our co-created team values of collaboration, openness, accountability, and continuous improvement.
- You will be trusted, challenged, empowered, appreciated, and can grow with us.

If this job is right for you, please submit the following:

1. Resume detailing your relevant experience and qualifications.
2. Cover letter explaining your experience and interest in this particular position. You **MUST** include these items to be considered. We review cover letters. If you do not include one, you will not be considered for this job even if you are awesome.

United Way of Bucks County is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences.

Please be aware that United Way of Bucks County requires employees to be vaccinated for COVID-19. This position will require the successful candidate to obtain or show proof of a vaccination.