



## RESOURCE DEVELOPMENT & ADMINISTRATIVE COORDINATOR - UNITED WAY OF GREATER YANKTON

FULL TIME

United Way of Greater Yankton is seeking a genuine relationship-builder and team player to enhance United Way's ability to provide community impact by mobilizing resources and providing quality administrative support to the Executive Director and Board of Directors.

The successful candidate will have knowledge of fundraising, project management, as well as a commitment to the mission of United Way. Candidates must also possess proven track record in office management, event planning, and an ability to communicate effectively.

### **Highlight of Responsibilities:**

- Assists Executive Director and Board of Directors in a year-round stewardship plan
- Lead on grant research, writing and reporting
- Assists in development of positive community relations
- Plays a key role in planning major special events
- Comprehensive management of donor database
- Assists in meeting preparation and materials
- Assists with volunteer projects and community initiatives
- Prepares monthly/quarterly billings & A/R reports
- Provides daily administrative support

### **Qualifications/Skills:**

- Extraordinary level of organization and attention to detail
- Ability to work independently in a complex environment while managing conflicting priorities with integrity and confidentiality
- Superior writing, editing, and verbal communications skills
- Proficient in Microsoft Office and email systems
- Quality customer service and team skills
- Ability to take initiative on tasks, anticipate and set priorities, and meet deadlines
- Ability to work with others in a caring, honest, responsible and respectful way
- Requires high level of integrity, passion for volunteerism, philanthropy and helping people

### **Education:**

College degree or equivalent experience in non-profit sector or fundraising field

### **Experience:**

Experience in the non-profit sector, with an understanding of fundraising, development and public relations fields preferred

For full job description, visit [www.yanktonunitedway.org](http://www.yanktonunitedway.org)

Please email a cover letter, resume, and list of 3 references to Executive Director Lauren Hanson at [lauren.h@yanktonunitedway.org](mailto:lauren.h@yanktonunitedway.org). Call (605) 665- 6766 for more information.