



# Mile High United Way CAREERS

## **Mile High United Way Coordinator, Corporate Relations**

### **Organization Profile**

Working side-by-side with the community, Mile High United Way takes on the biggest, most complex issues facing Metro Denver. Our united approach changes the odds for the children, families, and individuals in our community, and moves them out of poverty. We do this because we believe every child has the right to a safe and stimulating place to learn, and that when every youth in Metro Denver graduates prepared for a career or college, our community is stronger. We also know that when people don't have their most basic needs met, longer-term goals, like finding financial stability, are out of reach. And when we work together, we make a lasting, sustainable impact on our community.

### **Position Concept**

Mile High United Way has an opening for a Coordinator, Corporate Relations on our Resource Development Team. This position is responsible for donor cultivation, education, solicitation, and stewardship of a portfolio of corporate donors in support of Mile High United Way's fundraising efforts

### **Essential Responsibilities**

- Responsible for a portfolio of corporate relationships and workplace giving campaigns for new and existing corporate partners
- Develop and implement annual strategy for corporate portfolio
- Assist with processing and fundraising of individual and corporate gifts including campaigns, events, and days of service
- Create and generate mass communication for engagement opportunities to donors and corporate partners.
- Document donor contacts and activities in Salesforce, Mile High United Way's CRM system

#### OTHER DUTIES/RESPONSIBILITIES:

- Coordinate and plan corporate campaigns, speaker request process, and manage campaign materials.

### **Qualifications**

#### EDUCATION:

- Bachelor's Degree in humanities, business, finance, or equivalent experience suggested but not required

#### EXPERIENCE:

- 1-3 years successful experience in fundraising, management, and one-on-one solicitation
- Additional successful experience in funds development including, proposal writing, prospect research, volunteer management, annual individual giving campaigns, capital campaigns, and donor cultivation and recognition

**Note**

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

TO APPLY – SUBMIT RESUME/COVER LETTER TO: [resumes@unitedwaydenver.org](mailto:resumes@unitedwaydenver.org) with Coordinator, Corporate Relations as the subject line.

Mile High United Way is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

We will endeavor to make reasonable accommodations for otherwise qualified applicants who have disabilities which hinder their ability to complete the application process. Please contact us to request accommodation in the application process.

We use e-Verify to verify the identity and employment eligibility of all persons hired to work.



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[unitedwaydenver.org](http://unitedwaydenver.org)