



Mile High United Way CAREERS

Mile High United Way Coordinator, Individual Giving

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, Individual Giving on our Resource Development Team. This position is responsible for donor cultivation, education, solicitation, and stewardship of a portfolio of individual annual donors in support of Mile High United Way's fundraising efforts.

Essential Responsibilities

- Corresponds with, actively stewards, and solicits gifts from individual donors through personal contact and correspondence to educate and engage them in the Mile High United Way movement with the goal to increase their personal giving.
- Develop and implement annual and long-range plans for individual Portfolio
- Work with the corporate and individual teams in Resource Development to:
 - Assist with the development and implementation of annual and long-range plans for individual donors to increase giving and levels of participation.
 - Assist in the development and implementation of donor recognition
 - Provide input on the creation of collaterals related to annual individual donors.
 - Research and maintain current and prospective individual donors within portfolio.
- Document donor contacts and activities in Salesforce, Mile High United Way's CRM system.

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 with Coordinator, Individual Giving 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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