



POSITION TITLE: Development Coordinator
EMPLOYMENT TYPE: Full Time, Non-Exempt
UNIT ORGANIZATION: Donor Relations
REPORTS TO: Chief Development Officer
SALARY RANGE: \$45,000 - \$54,000

Position Overview

The Development Coordinator plays a key role in supporting United Way's fundraising strategies to ensure resources are available to create lasting positive change in our community. This position manages donor data, assists with fundraising and events, and fosters internal and external relationships to advance the development team's goals. Working within a collaborative and mission-driven environment, the coordinator helps create meaningful opportunities for donor engagement and stewardship to grow revenue.

Key Areas of Responsibility

The primary responsibilities of this position include, but are not limited to:

Donor Engagement & Stewardship

- Manage gift processing (coordinate all aspects of gift processing, ensuring accurate coding and entry within Salesforce)
- Maintain accurate donor records in Salesforce
- Coordinate the donor acknowledgement process, including supporting the generation of acknowledgment letters
- Interface with other organizations and the finance team to facilitate donor designation

Reporting

- Prepare and maintain Salesforce reports and dashboards to track fundraising progress
- Prepare reporting for United Way Worldwide with support from finance team

Fundraising & Event Support

- Support the annual fund solicitation process in collaboration with the Chief Development Officer, Major Gift Officer, and Marketing Director
- Assist with donor cultivation and stewardship including annual workplace campaigns and communicating impact



- Provide logistical support for donor engagement events, including planning, registration, communications, and post-event evaluation.

Qualifications

- Experience in fundraising, donor relations, event planning, or related relationship management roles.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple projects and deadlines.
- Strong interpersonal and written communication skills; comfortable engaging with diverse audiences.
- Proficiency with office and communications tools and CRM systems; preference for experience with Microsoft Office and Salesforce
- Ability to work independently and collaboratively in a mission-aligned, team-based environment.
- Commitment to equity, accessibility, and inclusive practices.

Core Competencies

- Contributes to shared goals and supports others in a collaborative, mission-driven environment.
- Anticipates needs, takes initiative, and responds effectively in a fast-paced setting.
- Manages information and processes with accuracy, care, and consistency.
- Fosters a respectful and supportive atmosphere for colleagues, partners, and donors.
- Applies inclusive practices and prioritizes accessibility across all aspects of the role.
- Demonstrates interest in and commitment to strengthening Vermont's nonprofit community.

Application Instructions

Applications and inquiries can be directed to hiring@unitedwaynwvt.org. Please attach a copy of your resume and cover letter to your application. The deadline for applying is 01/30/2026.