



United Way of Central and
Northeastern Connecticut

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Workplace Giving team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

We are searching for a **Leadership and Community Investment Coordinator** who is enthusiastic about our mission to be part of our United Way team located in Hartford CT.

The **Leadership and Community Investment Coordinator** will provide administrative, database, reporting, research and event support for staff, volunteers and donors of United Way's Leadership and Major Giving and Community Investment departments. Responsibilities will help enable the goals of the respective departments.

What you will do:

- Support administration of Customer Relationship Management (CRM) technology and other technology support systems including data entry and preparing and generating reports. Assist in orienting staff as needed and in recommending/implementing system enhancements.
- Maintain accurate Leadership membership, volunteer, community partner and assigned committee/constituent group records. Research and resolve issues as they arise.

- Coordinate and enable streamlined processes across Leadership and Community Investment activities including but not limited to gift solicitations, Leadership acknowledgements/thank you, and other correspondence such as award letters and reports; Prepare letters, memos (either paper or electronic) and vouchers for distribution as requested by staff.
- Assist in the processing of Leadership and Special Gifts donations, generating monthly Tocqueville billing statements and administering donor Philanthropy Funds.
- Answer and refer telephone calls; respond to routine telephone and written requests; and greet guests/visitors. Communicate with others, within and outside the organization, on a variety of matters, requiring knowledge of terminology, procedures, and departmental responsibilities.
- Provide support for the planning and execution of Leadership special events.
- Conduct donor prospect research to support activities to grow Leadership membership and giving.
- Coordinate across departments the publication and distribution of Leadership materials.
- Schedule and support meetings with internal and external customers and make related arrangements including, but not limited to, handling RSVPs, sending electronic reminders, room reservations/online portal set-up, materials preparation, picking up refreshments, arrangements with caterers, beverage preparation, etc. Responsible for taking and distributing meeting minutes for volunteer committees/sub-committees, agency meetings, etc.
- Other duties as required.

About you:

- Minimum of two years of related administrative and customer service experience; database management a plus.
- Associate degree in business, marketing, or related field preferred.
- Excellent time/project management skills to accomplish goals in a fast-paced environment with competing priorities.
- Ability to react and adjust quickly to changing conditions.
- Attention to detail.
- Excellent customer service skills in all tasks and activities, even under pressure.
- Solid relationship management skills to enhance internal and external organizational relations and business development opportunities.
- Excellent written communication skills across multiple platforms.
- Proficiency in Microsoft Office Suite required, and Microsoft CRM preferred.
- Ability to perform job with integrity, mission, vision, and values consistent with United Way of Central and Northeastern Connecticut.
- Ability to work occasional evenings and weekends.
- Driver's license and valid transportation required.

Application Information

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT
 Human Resources
 30 Laurel Street
 Hartford, CT 06106
 Email: positions@unitedwayinc.org No phone calls please.