

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 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

As the **Development Administrative Assistant**, you will be responsible for providing technical expertise on the organization's Customer Relationship Management System (CRM), research and data analytics, quality assurance and other administrative duties to support United Way's annual fundraising activities. This position will also help support strategies aimed at increasing resources raised to support organizational goals.

What you'll do:

- Acts as department "super user" with demonstrated expertise on the organization's CRM.
- Actively participates on our technology and data governance committee which guides the organization on standard policies and procedures to ensure the accuracy and consistency of our information systems.
- Assists Director of Major Accounts and Engagement and Director of Individual Giving with execution of strategies to increase revenue and tracking of tasks to achieve department goals.
- Schedules development and philanthropy department internal and external meetings and provides logistical set up and coordination.
- Maintains accurate company and individual donor records in CRM. Assists with campaign data management and provides reports for statistical analysis.
- Obtains third party processed donor reports from United Way Worldwide portal and other third-party sources, updates account campaign forecasts in CRM, and submits them for processing by finance.
- Supports major account relationships with the design and delivery of Special Event fundraising outcome tracking reports.
- Identifies methods to streamline administrative processing for department
- Coordinates the ordering and delivery of marketing and promotional items to support workplace campaigns.

- Responsible for organization and management of campaign inventory and supply room to ensure adequate supplies are available to support workplace campaigns.
- Attends internal and external meetings and functions and is responsible for meeting notes/minutes, as needed.
- Assists with campaign data management and provides reports as needed; to include but not limited to compilation of recognition names for leadership giving roster and statistical analysis using United Way tools provided.
- Supports fundraising direct mail solicitations.
- Manages the initiation and follow up as required for Development, Operations and Philanthropy vendor invoice payments via our DocuSign payment approval process.
- Assists with corporate engagement and special event project coordination.
- Provides administrative support and assistance to resource development, operations and philanthropy departments.

About you:

- Associate degree or related experience preferred.
- A hand raiser and team player that is always ready and able to assist others with high priority activities.
- High level of proficiency in Microsoft CRM systems and Office Suite, including Excel is essential. For example,
 - Demonstrated ability to utilize and update reports using CRM queries and Excel pivot tables and vlookup functions.
 - Ability to create mail merge letters and envelopes.
- Ability to understand and analyze data and develop reports in a timely manner.
- Ability to work in a fast-paced environment and manage multiple deadlines, with the ability to react and adjust quickly to changing priorities.
- Must possess the highest level of organizational skills.
- Ability to work independently.
- Ability to communicate effectively and articulately orally and in writing.
- Ability to relate well with people from diverse groups.
- Holds self and other team members accountable for achieving results.

Application Information

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

United Way of Central and Northeastern CT
Human Resources

One State Street, Suite 1710 Hartford, CT 06103

Email: positions@unitedwayinc.org No phone calls please.

Job Closing Date: Open until filled

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will likely meet 100% of the qualifications. We look forward to receiving your application.

