

Position Description

Position Title: Development Associate	Salary Grade: B
Department: Resource Development	FLSA Status: Exempt/ Full-Time
Supervisor: Director, Corporate Relations	

Position Summary:

Apply leadership, fundraising and teamwork skills to assist local employers plan, implement and run successful United Way Campaign. Serve as a United Way spokesperson, conveying the mission, vision and value of United Way to the community.

United Way of San Diego County is an organization that is fast-paced and has dedicated staff that works together to change the odds for every San Diego child through quality education.

This position may be a fit for you if you:

- Enjoy developing trusting and productive relationships with campaign partners in the community;
- You believe that all children deserve the opportunity to dream big;
- Love people and are excited by helping workplace donors to fulfill their passions and interests through their philanthropic giving to change the odds for children in San Diego;
- Enjoy public speaking to various size groups;
- Enjoy gathering data and account analysis;
- Are dedicated to making a difference in our community.

Essential Functions:

- **Account Management:** Responsible for accounts ranging from large (\$500K +), mid-range (\$50K - \$500K and small accounts (\$1K - \$50K). Temporary Staff supervision as it pertains to accounts/industries
- **Account Analysis:** Assist with data gathering, research, and analysis for goal setting and projections, Prepare Projection Reports and other Reports as assigned
- **Project Support:** Active participation/support for Campaign Coordinator Training, Temporary Staff Training, Speakers & Tours, management presentations
- **Data Entry:** Maintain accurate and timely progress notes on assigned accounts as well as related to projects. Demonstrated use of Campaign Database(s): account management tool (Andar), and other instruments as necessary
- **Relationship Management:** Conduct professional business meetings and interactions with assigned accounts, provide support to team and other departments
- Other Duties & Responsibilities as assigned

Qualifications and Requirements:

- BS or BA in Business/related field or a combination of related college course work and experience

- Three (3) years' experience in a business/corporate environment
- Spanish Language Proficiency preferred.
- Demonstrated ability to prioritize, manage multiple projects, and perform under stressful conditions
- Demonstrated ability to track projects
- Demonstrated ability to work independently, manage time effectively and follow-through
- Demonstrated ability to set and meet deadlines
- Demonstrated skill at the intermediate level in MS Word, Excel, and PowerPoint
- Demonstrated strong communication and interpersonal skills. Including public speaking and report writing
- Demonstrated team player, with positive attitude; enthusiastic and creative
- Demonstrated ability to exercise tact and good judgment
- Demonstrated strong numerical aptitude
- Valid Driver's License, acceptable driving record, and ability to provide current vehicle insurance documentation
- Must utilize own transportation for fieldwork (with expense reimbursement)
- Flexibility in scheduling outside of normal business hours to include evenings, weekends and holidays

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- The person in this position frequently communicates with Leadership, Staff and the Public. Must be able to exchange accurate information in these situations.
- This person must be able to remain in a stationary position at the workstation 25% of the time and participate in meetings on and off-site 75% of the time
- This person must be able to utilize their own transportation for visits around the San Diego community up to 100% of the time.
- Frequent walking or standing is required.
- The person in this position needs to be able to move about inside the office to access file cabinets, office machinery, etc.
- Hands are regularly used to write, type, key and handle or feel small controls.
- Weights of up to 30 pounds occasionally lifted (carrying devices provided)

The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of incumbents.

Work Schedule:

Typical schedule is 8:00 a.m. to 4:30 p.m. Monday through Friday. However flexibility is required due to the nature of this work. Schedule may include evenings, weekends and holidays.

LIVE UNITED



United Way
of San Diego County

United Way of San Diego County is an equal opportunity employer.
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