

Development Associate

Lycoming County United Way (LCUW) is looking for a Development Associate to work in coordination with the LCUW President and staff and have responsibilities for managing the organization's donor management and development functions, assist in the annual campaign, provide support for marketing and communications, and perform a variety of other duties, including participation and leadership in community activities and events.

A Bachelor's degree is preferred; with course work in marketing and business management a plus. Experience working within the human service field is not required, but would be helpful.

The successful candidate will have many of the following attributes:

- Knowledge of Lycoming County and its human service agencies.
- Ability to work with and interpret financial and statistical data.
- Demonstrated analytical, organizational and interpersonal skills.
- Proven ability working with individuals of diverse social and economic backgrounds.
- Knowledge of community organizations.
- Strong computer skills experience in using web based applications, Microsoft Office suite, donor databases and spreadsheet creation and manipulation.
- Effective oral and written communication skills.
- Ability to work with volunteers.
- Input of donations and maintenance of donor database.
- Collaborate with executive management on donor development strategies.
- Partner with marketing support to help develop and coordinate social media, newspaper and radio exposure.
- Ability to coordinate special events and volunteer engagement.

The successful candidate will be able to learn fast in a challenging but rewarding organization and will have the opportunity to advance in a changing environment.

Application may be made by submitting a cover letter and resume to Lycoming County United Way, 33 West Third Street, Suite 201, Williamsport, PA 17701. Applications may be submitted by mail or email to rfrick@lcuw.org. No phone inquiries will be accepted.