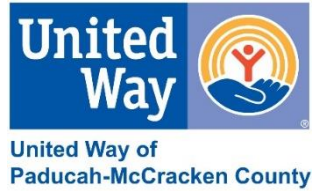


## The United Way of Paducah-McCracken County



### Development Manager, Position Summary:

The primary responsibilities of the Development Manager will be to assist in fundraising efforts including workplace campaigns, corporate/major gifts, individual donors, planned giving, and annual fundraising events. The position supports donors and volunteers to achieve measurable outcomes in the community within our three focus areas: Education, Income, and Health.

**Hours per week:** 40

**Compensation:** competitive salary; commensurate with education and work experience

**Reports to:** Betsy Burkeen, Executive Director

### Principle Responsibilities:

- Securing major gifts, planned gifts, and cultivate relationships with leadership donors
- Event planning
- Grant seeking, writing, and follow-up administration to secure funding for United Way
- Work closely with United Way Board of Directors, volunteers, donors, and nonprofit partner agencies to best serve our Organization and the community
- Assist in data collection, reporting, and campaign donor/volunteer entry utilizing our internal donor management software – Andar
- Cultivate community impact and financial support by developing and maintaining contacts and networks with local individuals, businesses, labor unions, community organizations, and community impact committees
- Assist in website updates and social media promotions
- Public speaking
- General office duties and other duties as assigned

### Required Experience:

- Strong event planning and organizational background. Ability to grow healthy, cultivated relationships in the community
- Grant seeking and writing experience
- Ability to recruit and manage volunteers, donors, and work with diverse sectors of the community
- Position requires strong verbal and written communication
- Must be detail-oriented
- Ability to work well with local students, schools, and businesses
- Ability to work both independently and in a team environment
- Must be proficient in Windows and Microsoft Office software
- Experience in data management software a plus, but not required
- Bachelor's degree or higher will be given preference

**How to Apply:** Qualified candidates may mail or email their resume and cover letter to:

**Betsy Burkeen**  
**United Way of Paducah-McCracken County**  
**333 Broadway Street, Suite 502, Paducah, KY 42001**  
**Email: [betsy@unitedwaypaducah.org](mailto:betsy@unitedwaypaducah.org)**

**Deadline to apply: Thursday, January 17, 2019**