



## United Way Romania

The **Fundraising Coordinator** is part of the Resource Development Team of the foundation.

The position is responsible for the day-to-day implementation of the activities connected with achieving the annual fundraising campaign, individual gifts, event and program sponsorships, and support of all United Way Romania fundraising initiatives.

### **Main Responsibilities:**

- Works with and under the coordination of the Resource Development Manager to implement the fundraising plan – mainly regarding the individual donors;
- Implements the United Way fundraising donor acquisition models including: workplace campaigns; involvement of volunteers to leverage resources; fundraising events;
- Provides support with administrative tasks related to fundraising efforts;
- Ensures that accurate, up-to-date information about fundraising is maintained in the database;
- Leads special efforts of engagement including organization of donor-centric events, awareness days and special volunteer opportunities;
- Provides support in employee, individual and special events fundraising approaches;
- Exhibits effective ongoing in-person and written communication with donors;
- Safeguards all confidential information used in the performance of duties.

### **Job Requirements:**

- Bachelor's degree, in Social Sciences, Communication, Business or Marketing fields is preferred;
- Proven successful fundraising experience, especially the work with individual donors, is considered an advantage;
- Corporate experience in client service and/or sales is an asset;
- Self-confident and comfortable as solicitor of financial and in-kind resources;
- Proven planning and organizational skills;
- Excellent relationship management and communication skills with the ability to function in a fast paced, multi-tasking environment;
- Demonstrated communication skills (written and verbal) and experience delivering presentations/training sessions and facilitating meetings in front of large groups;
- Ability to work effectively under pressure, to be part of a team and to meet deadlines; Experience working with volunteers at all levels of an organization;
- Fluent in Romanian and English;
- Experience in NGO environment is considered an advantage;
- Working knowledge of MS Office (Word/Excel/Power Point/Outlook) and updating a database.

We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.