



United Way of Central and
Northeastern Connecticut

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 Workplace Giving team helps to raise awareness of United Way's work and the impact can all make together for local 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

The **New Business Development Coordinator** understands and demonstrates commitment to the vision, mission, and direction of the United Way of Central and Northeastern Connecticut. The New Business Development Coordinator will serve as the first voice of engagement for new workplaces that are philanthropically oriented, located within our 52-town footprint, and aligned with our organization's new business development prospecting model.

What you will do:

- Research and identify potential business prospects
- Manage assigned business sectors and special projects targeted at increasing revenue for the organization
- Develop and implement engagement and fundraising strategies to enhance and grow revenue with an assigned book of business, such as municipalities, school districts, small/mid-sized

businesses and/or start-ups that have either never been involved with the United Way or dramatically reduced their donations to the United Way

- Establish and achieve annual fundraising goals for assigned accounts, including strategies to increase donor participation, leadership giving and financial support to the annual United Way Community Campaign
- Secure funds outside of annual workplace campaigns, including corporate sponsorships, corporate grants, special events and employee engagement projects to community initiatives
- Attract new donors in order to raise revenue and increase donations
- Complete daily outbound calls to serve as the “door opener” and schedule meetings with key executives at prospect accounts for UW staff
- Attend internal and external meetings and community events as required
- Learn, understand, and adhere to call and email scripts
- Update and maintain contact reports within the Customer Relationship Management tool (Salesforce)
- Meet deadlines and take initiatives with minimal supervision

About you:

- Bachelor’s Degree in business or related experience required
- Minimum 1 year experience in fundraising or sales required with demonstrated success
- Experience in managing a book of prospects
- Expertise with Microsoft Office
- Excellent oral and written communication skills, including the ability to speak and write clearly and succinctly for a variety of audiences
- Valid driver’s license and reliable transportation required; willingness to travel within state

Competencies

- Ability to work in a fast-paced environment and manage multiple priorities and able to react and adjust quickly to changing conditions. Excellent telephone etiquette.

How to apply:

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

United Way of Central and Northeastern CT

Human Resources

30 Laurel Street

Hartford, CT 06106

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 your application.