



Development Coordinator

Position Type: Full-Time or Part-Time, flexibility based on qualifications

Reports To: Executive Director

Location: Livingston County United Way — On-site position with local travel within county

Salary: Competitive salary based on qualifications and experience

Position Summary

The Development Coordinator supports Livingston County United Way's fundraising and development efforts by building relationships with donors, businesses, volunteers, and community partners. This position assists with the annual campaign, sponsorships, fundraising events, donor stewardship, and identification of new funding opportunities.

The Development Coordinator works closely with the Executive Director, campaign committee, volunteers, and community partners to strengthen relationships and increase financial support for Livingston County United Way.

Essential Responsibilities

Fundraising & Annual Campaign

- Assist with planning and implementing the annual workplace campaign.
- Recruit, support, and communicate with workplace campaign managers and volunteers.
- Develop and maintain relationships with donors, businesses, and corporate partners.
- Coordinate campaign presentations, materials, pledge collection, and donor recognition.
- Track campaign pledges, payments, and results and provide reports as needed.
- Identify and secure sponsorship opportunities.
- Assist with planning and implementing fundraising events and special campaigns.
- Identify and pursue new fundraising and revenue opportunities.
- Support the organization in achieving annual fundraising and campaign goals.

Donor & Community Relations

- Cultivate and maintain positive relationships with current and prospective donors.
- Research and identify potential donors, businesses, foundations, and funding opportunities.
- Maintain accurate donor and campaign records in the organization's CRM.
- Coordinate donor acknowledgments and stewardship activities.
- Develop new corporate and community partnerships.
- Represent Livingston County United Way at community events, meetings, and presentations.
- Work with United Way partners and community organizations to identify fundraising opportunities and best practices.

Communications & Administrative Support

- Prepare correspondence, reports, and other materials related to fundraising and donor activities.
- Assist with maintaining accurate and timely records and documentation.
- Provide administrative support for fundraising committees, meetings, and events.
- Perform other duties as assigned to support the organization's mission and fundraising efforts.

Qualifications

- Bachelor's degree and/or experience in fundraising, nonprofit development, community relations, or a related field preferred.
- Strong relationship-building and interpersonal skills.
- Excellent written, verbal, and presentation skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work independently and as part of a team.
- Experience with donor management/CRM software preferred.
- Proficiency with Microsoft Office and ability to learn new technology and software.
- Knowledge of Livingston County and its community organizations is preferred.

Key Performance Expectations

Success in this position will be demonstrated through:

- Progress toward annual campaign and fundraising goals.
- Growth in sponsorship revenue and opportunities.
- Development of new donor and corporate relationships.
- Strong donor and community engagement.
- Successful coordination of campaign activities and fundraising events.
- Accurate and timely donor, campaign, and financial records.
- Effective communication and follow-through with volunteers, donors, and community partners.

Additional Information

This is an on-site position and is not remote. The position may be structured as full-time or part-time depending on the candidate's qualifications, experience, and the needs of Livingston County United Way.

Livingston County United Way is committed to strengthening our community by bringing people and organizations together to address local needs and create lasting impact.

To apply: Please submit your resume to cnewstead@lcunitedway.org by **September 20, 2026**.