



Philanthropic Giving Coordinator Position Description

Reports to: Vice President of Philanthropy
FLSA Status: non-Exempt
Date Revised: January, 2022

WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Too many people do not share in the success we enjoy as a larger community—they have been left out or left behind. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's unique ability to take on challenges like affordable housing, education, job training, transportation and other complex community issues—all at the same time—is unmatched.

WHAT WE DO

We mobilize individuals and convene partner agencies, corporations, and community leaders to make broad, systemic change like no other organization can.

United Way values the abilities and perspectives that make each person who they are: empowering our employees to reach higher, think differently, act innovatively, and work collaboratively. People who work here provide the energy, expertise, and creativity that is critical to creating the lasting change our community needs—and the opportunities to succeed that everyone deserves.

As a funder, partner and convener, United Way of Greenville County works with the entire community to build resources, focus investments, and foster partnerships that create lasting solutions to big community problems.

Mission and Vision

Mission:

We mobilize people and resources to improve lives, strengthen the community and advance equity for the benefit of all.

Vision:

A Greenville County where all people have access to the opportunities to achieve their full potential.

Position Description:

The Philanthropic Giving Coordinator provides coordination and administrative support to the Philanthropic Giving team. In this role, this individual will work interdepartmentally, serve donors, review data, assists in fundraising activities, donor relations, direct mailing and special events working to attract, retain, and increase individual and foundation donor gifts.

Major Responsibilities:

- Provide administrative support to Philanthropic Giving Team.
- Enter bulk activities into CRM and one-off activities for the team as necessary.
- Assist with accuracy of lists for mailers with special consideration for Tocqueville, Board, Poinsett Society, Foundations and non-workplace donors.
- Lead Prospect Research of donors, including identifying potential new donors and updating information on current, past and deceased donors. Use information to create donor profile sheets and provide background information before donor visits for Philanthropic Giving Team and CEO.
- Assist with meetings including scheduling, preparation/ distributing of agendas and supporting documents, room reservation, typing minutes, and meeting follow-up. Including volunteer, team and cross department meetings.
- Compile donor packets including Tocqueville welcome packets and donor offers.
- In partnership with the Donor and Grants Manager, oversee the printing, merging, stuffing, mailing and tracking of all mailed materials. This includes acknowledgment letters, donor offers, solicitations notes and other correspondence like sympathy and memorial contribution communications.
- Assist with scheduling of donor meetings for Vice President of Philanthropy.
- Manually update Leadership lists: Board, Tocqueville, Legacy and act as a liaison between Data and Finance to maintain accurate records pertinent to individual giving efforts. This includes prospect lists, pledge reminders, outstanding individual pledges, LYBUNT/SYBUNT lists, designation and gift data, event attendance and volunteer committees.
- Support special events and committee meetings, and participate in key events with donors, foundations, and prospects, as needed – including obtaining and tracking RSVPs.
- Provide assistance to donors as needed.
- Ensure all gifts in the Tocqueville program receive follow-up communications and recognition.
- Maintain and update grant platform login credentials.
- Order awards and supplies required for events and stewardship efforts.
- Assist in Front Desk coverage as back-up to the Front Office Coordinator.
- Other duties as assigned

Soft Skill Requirements:

- Must be a highly collaborative team player with a questioning mindset who is able to identify opportunities for improvement in processes/operations, and connects the necessary parties to drive organizational change decisively
- Must be detail oriented and meticulous with sensitive donor information and data
- Must be a strong self-motivated, reliable, innovative, and energetic individual who can successfully manage and prioritize multiple activities or responsibilities
- Personally committed to advancing UWGC's values, mission, goals and programs.



- Must be an excellent communicator who is able to review a large amount of information or data to identify trends and share information concisely
- Must be a team player who inspires collaboration and functions decisively.
- Must possess the drive to provide the highest level of customer service and excellence to donors on behalf of United Way
- Must has a strong entrepreneurial spirit who enjoys undertaking new initiatives

Required Experience:

- Bachelor's degree preferred and/or 2-3 years related professional experience.
- Problem solver; demonstrated ability to take initiative.
- Positive and enthusiastic attitude/demeanor, ability to work under pressure and meet deadlines.
- Outstanding project management skills; extremely organized.
- Must possess strong communication skills both orally and in writing.
- Must possess excellent customer service skills and follow through on assigned tasks .
- Strong analytical and organizational skills with high attention to detail.
- Ability to work independently and take ownership of completing assigned tasks.
- Proven relationship building skills with internal and external partners and people from various backgrounds and cultures.
- Demonstrated proficiency in MS Office (i.e., Word, Excel and PowerPoint).
- Experience with mail merge preferred.
- Flexibility to adjust schedule to work evenings and weekends as needed to assist with functions and events.
- Regular and sustained attendance.

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

HOW TO APPLY

Submit your resume and cover letter directly to talent@unitedwaygc.org with **Philanthropic Giving Coordinator** in the subject line. Qualified candidates that bring a diversity of thought, experience and background are encouraged to apply.



United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.

United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

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