

Berkshire United Way: Development Associate
Posted 2/13/19

Job Description: Administers the organization's donor database, providing reports and analysis for critical management decisions as well as day-to-day constituent relationships, donor stewardship, and operations. Primary responsibility for gift processing, acknowledgments and direct mail. Key member of the Development Team supporting prospecting, foundation and grants research, and general fundraising activities. Plays a major role in events and social media campaigns.

Associate degree, two years of office experience demonstrating critical thinking skills, and proficiency with MS Outlook, Word and Excel required. Prior database administration preferred.

Full-time with benefits. Salary Range \$34,000 - \$40,000 based on experience. Send cover letter and resume to: jobs@berkshireunitedway.org . Position is open until filled. EOE.