



Development Coordinator

Organization: United Way of Laramie County

Position Overview

The Development Coordinator plays a key role in supporting United Way's fundraising strategies and ensuring resources are available to create lasting positive changes in the community. This position manages donor data, assists with fundraising events and campaigns, and supports donor engagement and stewardship efforts across the organization.

The Development Coordinator works to help create meaningful opportunities for donor engagement while maintaining accurate fundraising records and processes.

Key Responsibilities

Donor Engagement and Stewardship

- Support donor cultivation and engagement activities.
- Assist with donor communications including thank-you letters, acknowledgements, and follow-up.
- Help coordinate donor visits, meetings, and recognition opportunities.
- Provide excellent customer service to donors and community partners.

Fundraising & Campaign Support

- Assist with planning and coordination of fundraising events and workplace campaigns.
- Assist with the development of materials for each event and campaign.
- Support campaign volunteers, company campaign coordinators and campaign Co-Chairs.
- Prepare campaign materials/packets and assist with tracking campaign progress.

Event Coordination & Support

- Provide logistical support for all fundraising and donor engagement events.
- Assist staff with event planning, registration, sponsorship tracking, and day-of-event coordination.
- Support volunteer coordination for events through recruitment, training and follow-ups.

Administrative - Data Management & Reporting

- Enter and maintain accurate donor and gift records in the donor database/CRM working closely with finance team.
- Track donations, pledges, and sponsorships.
- Assist with generating reports related to fundraising activities.
- Provide administrative support to the finance team.
- Assist in scheduling appointments for development team.

Qualifications

- Experience in fundraising, event coordination, and administrative support.
- Strong organizational skills with strong attention to detail.
- Excellent communication and relationship-building skills.
- Proficiency with Microsoft Office; CRM experience is a plus.
- Bookkeeping background a plus – Grant writing background a plus.
- Ability to work both independently and collaboratively.

Preferred Attributes

- Passion for community impact.
- Creative thinker with a proactive mindset.
- Comfortable interacting with diverse stakeholders.

Why Join Us?

At United Way of Laramie County, we work collaboratively with businesses, nonprofits, and community leaders to create lasting change. This position offers the opportunity to build meaningful relationships and contribute to programs that strengthen our community.

Schedule & Compensation

Hours may vary based on organizational needs and the event calendar.

Hourly rate based on experience.

Other duties may be assigned as needed.

This position will report directly to the Executive Director.

Submit Cover Letter & Resume to:

Kris@unitedwayoflaramiecounty.org

Resumes with cover letters will be accepted until the position is filled.

United Way of Laramie County is an Equal Opportunity Employer

Must agree to submit to drug testing and background check if selected for the position.