

## **Resource Development Associate**

### ***Part-Time Position Available***

United Way of Charlotte County

17831 Murdock Circle

Port Charlotte, FL 33948

[info@unitedwayccfl.org](mailto:info@unitedwayccfl.org)

941-627-3539

### **Description**

United Way of Charlotte County is seeking a dynamic resource development professional to assist with annual campaign efforts and events.

### ***Primary Job Responsibilities/Duties***

- Create and implement an annual event calendar with support of the UWCC team.
- Provide coordination and oversee execution to ensure successful and meaningful events i.e. creating invitations, managing RSVPs, managing registration, tracking attendance, post-event outreach.
- In collaboration with staff, assist with strategic marketing plan, including but not limited to website content, newsletters, blogs, and print materials.

### **Education & Experience**

- Bachelor's Degree or equivalent experience.
- Resource development, marketing and public relations experience preferred.
- Demonstrated excellence in project management, communication and organizational skills.
- Excellent copywriting and language skills to convey message into relevant and interesting content.
- Proven ability to build, lead and inspire members of a team.
- Very comfortable using Microsoft Office Suite.
- Access to reliable transportation, proof of insurance, and a valid driver's license.

### **Additional Qualifications**

- Detail oriented in the planning and execution of fundraising activities.
- Enjoys public speaking – whether it is speaking to groups large and small.
- Ability to plan and organize, also can work independently.
- A team player with the confidence to take the lead and guide other team members as necessary.
- Excited by challenges and working in a fast-paced environment.
- Must be adept at knowing how to prioritize tasks and your time.

Hours: Part-Time, 25 hours per week.

Please send resumes to [info@unitedwayccfl.org](mailto:info@unitedwayccfl.org). No phone inquiries.