



Community Relationship Manager Job Description

Our mission is to connect people and resources to improve our community. To assist us in meeting our mission, the United Way of Central Massachusetts is presently seeking a full time Community Relationship Manager. The Community Relationship Manager works in both the Campaign and the Community Impact areas. Focus will be on increasing revenue through campaign/fundraising activities and efforts AND increasing impact in the community through collaborations, partnerships, and community investments. The successful candidate will have the ability to work collaboratively with people from multiple sectors of our community including: businesses and corporations, nonprofit agencies, civic and community leaders, contributors, and agency participants. Additional skills:

- Comfort in speaking publicly.
- Ability to communicate effectively verbally and in writing.
- Ability to think analytically.
- Detail oriented, accurate and highly organized.
- Positive attitude and service minded with a willingness to take initiative as needs arise.
- Competence with Microsoft Office Suite. Dynamics CRM experience a plus.
- Bachelor's Degree preferred.
- 0 – 2 years experience in sales and/or fundraising.

Job Type: Full-time

Salary: \$17.50 to \$20.00 /hour

Send resume and cover letter to HumanResources@unitedwaycm.org