

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES

JOB DESCRIPTION:

ADMINISTRATIVE ASSISTANT – RESOURCE DEVELOPMENT



United Way
of Greater Rochester
and the Finger Lakes
Serving Genesee, Livingston,
Monroe, Ontario, Wayne,
and Wyoming Counties

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with integrity, action, caring, and teamwork.

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, a flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment. This position may be eligible to work a hybrid remote/in-person arrangement after 90 days.

A great place to work begins with its PEOPLE!

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success in making lasting

This position is responsible for providing administrative, clerical and project management support to the Resource Development, and Community Impact teams across the 6 county United Way footprint. This position requires the ability to multi-task in a diverse, high-functioning, fast-paced environment to achieve results.



**United Way
of Greater Rochester
and the Finger Lakes**
Serving Genesee, Livingston,
Monroe, Ontario, Wayne,
and Wyoming Counties

ESSENTIAL FUNCTIONS

- Assists with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; updating databases; arranging travel plans, itineraries and agendas; and compiling documents for meetings.
- Work supports ALICE (Asset Limited, Income Constrained, Employed) related programs, events and grant management.
- Prioritizes conflicting needs and timelines; handles matters expeditiously, proactively, and follows through on actions to successful completion.
- Supports the Resource Development Team in external commitments related to United Way, including service on external boards, committees and other groups.
- Maintains donor confidence and protects operations by keeping information confidential.
- Works alongside and leads projects with Resource Development administrative team and follows up on results.
- Consistently demonstrates the values and mission of the United Way.
- Contributes to team effort by performing other duties as needed/assigned.

SKILLS AND COMPETENCIES

- Interpersonal skills
- Excellent written and verbal communication skills
- Listening skills
- Presentation skills
- Technical documentation - adept in technology (Microsoft Office, CRM Systems, Databases)
- Research skills
- Project management
- Problem-solving
- Organized and deadline-oriented
- Process improvement
- Self-starter and anticipates needs of the Regional Director
- Customer Service orientation

FLSA CLASSIFICATION: Non-exempt

SALARY RANGE: \$23.65/HOUR - \$25.64/HOUR (higher rate dependent on experience, education, and skillset)

REPORTS TO: Alicia Hull, Executive Assistant to the Chief Development Officer

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Primarily local within our United Way of Greater Rochester and the Finger Lakes footprint during the business day. Could require some travel across New York State. Some evening travel may be required with attendance at events. May require working from any of our 3 local offices in Batavia, Canandaigua and/or Rochester.



**United Way
of Greater Rochester
and the Finger Lakes**
Serving Genesee, Livingston,
Monroe, Ontario, Wayne,
and Wyoming Counties

EDUCATION AND EXPERIENCE

Required Education and Experience

- High School Diploma or equivalent with 2 years of administrative assistant experience; or equivalent combination of education and experience

Preferred Education and Experience

- Associates or Bachelor's Degree preferred.

HOW TO APPLY

[CLICK HERE to apply.](#)

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absence, benefits, termination, employer-sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy-related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.