



RESOURCE DEVELOPMENT & DIGITAL MARKETING COORDINATOR

(Part-Time or Contract)

Location: Flexible/Hybrid; Waterloo, Iowa

Hours: Average of 20 hours per week

About Cedar Valley United Way:

Cedar Valley United Way brings people together to create lasting change in our community. We work alongside local partners and volunteers, investing resources where they are needed most to address health and human service needs and improve lives. We are a small but mighty team that values collaboration, creativity and relationship-building.

Cedar Valley United Way seeks a driven, creative, and innovative professional to provide support and coordination for our resource development and digital marketing efforts. This part-time or contracted position will play a key role in growing philanthropic support through workplace campaigns and special events, strengthening donor engagement, and enhancing our digital presence. The ideal candidate is both strategic and hands-on, comfortable managing projects independently while collaborating with a close-knit team. This role offers flexibility and the opportunity to make a meaningful impact in the Cedar Valley.

Qualifications:

- A Bachelor's degree and 2 years of experience in resource development, sales, or marketing is preferred.
- Strong written and verbal communication skills and an eye for clear, compelling messaging.
- Comfortable using digital tools and basic design tools.
- Experience in public speaking preferred.
- Self-starter who can work independently while staying connected to a team.
- Passion for community impact and mission-driven work.

Compensation is commensurate with experience and is structured as either an hourly part-time position or a contract-based role. Approximately \$27-\$30 per hour.

Send cover letter and resume, along with a sample of work (if applicable) by email to sam.gutknecht@cvuw.org

-or- by mail to Cedar Valley United Way, Attn: Samantha Gutknecht, Senior Director of Marketing, 425 Cedar Street, Suite 300, Waterloo, IA 50701.

We'll begin reviewing applications as they are received beginning January 27, 2026.