



United Way
of Greater Toledo

United Way of Greater Toledo JOB DESCRIPTION

<u>Position Title:</u>	United Way Campaign Associate (seasonal)
<u>Department:</u>	RESOURCE DEVELOPMENT
<u>Location:</u>	TOLEDO OFFICE
<u>FLSA Job Status:</u>	Seasonal Full-Time – Exempt (37.5 hours per week)
<u>Length of assignment:</u>	August 1, 2019- December 31, 2019
<u>Pay Grade:</u>	4
<u>Organizational Relationships:</u>	
<u>Reports to:</u>	DIRECTOR OF DEVELOPMENT OPERATIONS
<u>Coordinates with:</u>	ALL DEPARTMENTS AS NECESSARY
<u>Date of posting:</u>	May 2019

STATEMENT OF THE JOB:

This position works with United Way of Greater Toledo staff, volunteers, campaign managers (CM) to successfully plan and implement workplace campaigns at assigned account portfolio. Serve as United Way representative and spokesperson in delivering the United Way message and conveying the needs of the community to encourage individual contributions, advocacy and community involvement

ESSENTIAL FUNCTIONS:

- Cultivate relationships with United Way staff, volunteers and campaign managers.
- Provide the highest standards of customer service and professionalism.
- Provide support to the CM in planning campaigns.
- Conduct workplace employee presentations.
- Staff volunteers as necessary.
- Educate workplace employees about United Way of Greater Toledo and community needs.
- Assist in facilitating all workplace campaigns executed face to face, through the mail, Campaign-In-A-Box as required.
- Arrange all agency speaker and tour requests through Community Voices procedure.
- Deliver and pick-up materials where needed for workplace campaigns.
- Collect and account for pledge forms.
- Maintain accurate and updated account files in ANDAR Database.
- Analyze weekly reports on campaign progression.

ADDITIONAL RESPONSIBILITIES:

- Attend a weekly meeting to receive important campaign information, share success stories and request assistance.
- Collaborate with other departments as necessary to provide year-round engagement opportunities for companies.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree with some experience in fund raising/sales.
- Experience working with volunteers.

- Or, a comparable combination of education and work experience.

KNOWLEDGE / SKILLS / ABILITIES:

- Works appropriately and enthusiastically with others and responds appropriately.
- Ability to work a flexible schedule outside of standard office hours.
- Demonstrated ability to work independently, manage time effectively.
- Strong communication and interpersonal skills including public speaking and writing.
- Demonstrated numerical aptitude.
- Demonstrated ability to prepare reports, present data in an understandable form.
- Proficient in Microsoft Office applications.
- Requires strong relationship building skills.
- Ability to manage multiple projects and deliver high quality, accurate products while operating in a fast paced, deadline-oriented environment.
- Must be able to maintain confidential and sensitive information

CORE COMPETENCIES *(Refer Core Competencies for Professional Staff for behavior indicators):*

Mission-Focused	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
Relationship-Oriented	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
Results-Driven	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
Brand-Steward	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
Continuous Learning	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
Critical Thinking	All United Way employees have the ability to think critically and to solve problems using basic research, analysis and interpretation.
Professional Behavior	All United Way employees conduct themselves in a professional manor and follow organizational guidelines and standards.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

EMPLOYEE SIGNATURE:	DATE:
DIRECTOR SIGNATURE:	DATE: