

Job Title: Campaign Coordinator

Reporting To: Campaign Manager

Exempt OR Non-exempt: Non-exempt

Work Schedule: Full-time. Core Hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Coordinator must be able to work a flexible schedule with the likelihood of some early morning, evening, and weekend work.

Position Summary: To improve lives in our community by organizing fund drives within local companies. Tasks include meeting with company representatives to plan, implement, execute, and close United Way employee campaigns.

The campaign coordinator will work with the CEO and Campaign Manager and will manage workplace employee campaigns to achieve established dollar goals. The coordinator will support United Way's commitment to providing excellent customer service by facilitating communication and relationship-building with key constituencies (local organizations, businesses, and individuals).

This role helps advance United Way's fundraising goals and will support the annual fundraising effort, specifically with workplace employee campaigns. Individual must be results-oriented, high energy and inspiring.

Essential Job Duties and Responsibilities:

Campaign /Corporate Account Management (85%)

- Facilitate Orientation for all Employee Campaign Coordinators (ECC's); frequently provide updates and access to campaign tools.
- Assist Employee Campaign Coordinators and committees with all key campaign elements to ensure successful workforce campaigns.
- Manage department's inventory and coordinate and deliver campaign materials.
- Provide effective consultation to help companies design effective employee giving campaigns.
- Serve as primary liaison with Employee Campaign Coordinators.
- Assist in the development and implementation of employee campaigns, as well as supporting overall campaign efforts.
- Identify companies and donors for staff to cultivate beyond the campaign period.
- Develop and strengthen relationships with companies, donors, and volunteers.
- Provide support to the Campaign Cabinet.
- Serve as United Way representative and ambassador, conveying the needs of the community to encourage individual contributions, advocacy, community and volunteer involvement.
- Utilizing storytelling to outline the positive impact United Way has on the community, make compelling presentations to individuals and groups with the intent of asking for contributions to support the UWGBACC mission.
- Conduct presentations to key community groups, workplaces and other opportunities.
- Arrange for speakers and materials to support UWGBACC's messaging during campaigns.
- Complete the entire workplace employee campaigns process with companies.
- Assist local employers in the planning, implementing, conducting and closing successful United Way workplace employee campaigns.
- Collect and report campaign contributions.
- Effectively steward donors to acknowledge their gifts as well as create ongoing engagement.

- Provide excellent customer service and professionalism at all times.
- Assist with the planning and execution of all campaign related events and meetings.

Data Management & Research (~5%)

- Support the Campaign Manager's work with campaign reporting, prepping of materials for CEO visits, and developing account lists with appropriate information.
- Assist the Campaign Manager to ensure the accuracy of data and timeliness of reports and acknowledgements. Ensure that donor data integrity is maintained.
- Maintain current, detailed records of all campaign activities in the customer relationship software system.
- Other duties as needed to create a data-driven campaign effort.

General and Office Duties (~5%)

- At all times, the coordinator will be an engaged member of the team and support the team's overall success.
- Assess and take responsibility for own performance, seeking and responding to feedback.
- Support general office duties. This may include answering the main office phone line and greeting and helping individuals that enter the office.
- All team members will ensure phone calls and emails are managed in a timely manner and that all safety protocols are in place.
- Other duties as assigned.

Other

- Meet or exceed job competencies on a consistent basis.
- Maintain loyalty to UWGBACC organizational policies and procedures.
- Maintain professional and organizational standards while representing UWGBACC within external community.
- Display a business professional appearance.
- Display passion for UWGBACC's mission.
- Present an enthusiastic and pleasant demeanor to internal/external customers.
- Maintain a service-oriented work ethic.
- Demonstrate respect and appreciation for diversity.
- Perform other related duties as assigned.

Qualifications

- High school diploma required, Bachelor's degree and one year minimum experience working in sales/marketing preferred.
- United Way or other nonprofit experience (Desired). Knowledge of the community and bilingual is a plus.
- Excellent public speaking and written communication skills. (Required)
- Proficiency in Microsoft Office (*MS Word, PowerPoint, Excel*) (Required)
- Must be able to manage a variety of projects and programs and able to analyze, interpret and prepare data for internal and external use.
- Must be able to effectively organize and present information in group settings to instill confidence and increase overall engagement.
- Must be able to work effectively both independently and collaboratively.
- Must be a high-energy individual with a positive outlook.

Physical Demands / Work Environment

- Constantly uses vision abilities including: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

- Frequently exchanges information in person and/or in writing via telephone and computer
- Employee is regularly required to sit, stand, walk, reach with hands and arms, talk and hear.
- Frequently operates a computer and other office machinery to compile and retrieve information, etc. to draft and write, to handle paperwork
- Periodic travel is required. Must have a valid driver's license, automobile insurance, and a reliable vehicle.
- Occasionally positions self to reach files, binders, etc. above the head and/or near the floor
- Occasionally must lift and/or move up to 25 pounds
- Occasional work outside of normal business hours.

The information in this job description is designed to indicate the general nature and level of work performed by the employee and does not list all duties of the specific job. This is not a contract for employment. United Way of Greater Baytown Area & Chambers County is an at-will employer. This job description may be revised by your employer any time.

I have read and understand my job description and the workplace competencies.

Print Name: _____ Date: _____

Signature: _____