

POSITION DESCRIPTION

Job Title: Campaign Assistant
Department: Resource Development/Campaign Department
Reports to: Vice President Community Engagement and Major Gifts
Location: Lee, Hendry, and Glades Counties
Date: October 26, 2022
Classification: Full-time: Non-Exempt
Salary Range: \$37,000 - \$42,000 (DOE)
To apply: Send Cover letter and resume to marcia@unitedwaylee.org by November 30, 2022

ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$16 million nonprofit social services organization, with 70 employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Overview of Responsibilities

The Campaign Assistant is considered an integral part of the campaign team, coordination and support of campaign operation and United Way business. Additionally provides support and assistance for the Marketing Manager. The position collaborates with each member of the department, and organization, to support and deliver campaign materials, reports, and resources for all accounts.

ESSENTIAL FUNCTIONS:

- Assist in updating and preparing spreadsheets by reviewing and updating reports with data extracted from various sources.
- Accurately prepare documents for mail merging by following appropriate data entry techniques and established procedures, and reporting needed changes.
- Preserve donor confidence by maintaining donor confidentiality and respect.
- Contribute to team effort by assisting with mailings, photocopying, monitoring supplies, electronic filing, and other assignments as requested.
- Collate and prepare mass mailings as needed.
- Assist in coordinating volunteers to support campaign operations (mailings, preparation for presentations, etc.) as needed.
- Assist with campaign event preparation and execution as needed.
- Assist with the recognition process and making sure that all donors are properly recognized in a timely fashion.
- Assist with the Accounts Receivable process.
- Provide administrative support for agency campaign team
- Maintain Campaign Inventory
- Supports Marketing Manager, as needed
- Other duties as assigned.

This job description is not meant to encompass all aspects of the job.

Core Competencies for all United Way Professionals:

- **Mission-Focused:** The United Way Professional's top priority is to improve the quality of life for all people in our community. This competency drives their performance and professional motivations.
- **Relationship-Oriented:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way Professional is dedicated to shared and measurable goals including creating, resourcing, scaling, and leveraging strategies and innovations for the best impact.
- **Brand Steward:** The United Way Professional is a steward of the brand and understands their role in growing and protecting the reputation and results of the greater network.

QUALIFICATIONS, KEY COMPETENCIES and SKILLS:

- AAS or BA in Business; or five plus years' administrative/secretarial work experience.
- Bilingual Candidate is preferred
- Proficient in the latest Microsoft Office Environment (Word, Excel, Outlook, Powerpoint)
- Knowledgeable and able to work with teams, sharepoint, zoom, etc.
- Proficient in mail merge operations in Microsoft Office
- "Can Do" attitude that helps create a positive relationship with volunteers, staff and agency partners
- Commitment to United Way values and United Way beliefs
- Maintain the highest integrity and ethical standards
- Productivity driven and detailed oriented
- Excellent verbal and written communication skills for presentation to the community and proof reading
- Familiarity with general office equipment
- Possess a valid driver's license and have use of insured motor vehicle.

Additional information:

UWLHG is an exceptional workplace that can provide you with:

- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Health Insurance, 401K, and Monthly Accrued PTO

Successful candidate must pass criminal background, drug screening, and reference checks.

Physical Requirements & Working Conditions

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a Full-Time position, 8 am – 5 pm, Monday through Friday. Evening and weekend events may be required occasionally for golf tournaments, auctions, and other fundraising events.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.