

UNITED WAY OF LEE, HENDRY, & GLADES COUNTIES

Job Description

Position Title: Administrative Assistant

Supervisor: Chief of Development

Classification: Full-time, Non-Exempt (hourly)

Salary Range: \$38,000 - \$42,000

Location: Fort Myers, FL

Application Deadline: May 2, 2025

Submit Cover Letter and Resumé: Karen@UnitedWaylee.org

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 \$20 million nonprofit social services organization, with 75+ employees in five 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.

Job Summary: This is an office-based administrative support and coordination position in the Campaign and Resource Development Department. The position requires expertise in Microsoft applications, specifically Outlook, Word, Publisher, and Excel. This position requires a high degree of discretion, tact, and ability to preserve confidential and sensitive information. This individual works and interacts with the board of directors, executive boards, major donors, volunteers, senior management, staff at all levels, and members of the community.

Key Responsibilities/Essential Functions

- Contribute to community impact through administrative coordination and support to the Campaign and Resource Development Department.
- Collaborate with all team members to support and deliver campaign materials, collate and prepare mass mailing, complete reports, and organize resources for accounts.
- Other duties include scheduling, taking minutes, sending correspondence to donors/constituents, assisting with accounts receivable, maintain campaign inventory, proof reading, helping develop a marketing work plan with the Marketing Director, and assistance with other tasks as needed, assigned, or anticipated.
- Must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Ability to work independently on projects, from conception to completion, and must be able to work efficiently under pressure while handling a wide variety of activities and confidential matters with discretion.
- Assist with timely and proper donor recognition process.

Direct Reports – None

Other Duties

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and/or Experience Requirements:

- Bi-Lingual English and Spanish candidates preferred
- Bachelor's degree preferred, experience and certifications considered
- Proficiency in Microsoft office (Outlook, Word, Excel, Publisher, and Power Point) Canva and Adobe Acrobat. Must be willing to learn and become proficient in Andar.
- Mail-Merge and Spreadsheet development/maintenance are essential
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Demonstrated proactive approach to problem-solving
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service
- Emotional maturity and a positive "Can-Do" attitude are essential
- Team player with the ability to work with UWLHGO senior management to achieve organizational goals.
- Strong verbal and written communication skills.
- Ability to work independently.
- Possess a valid driver's license and have use of insured motor vehicle.

Physical Requirements and 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 for long periods of time, 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 department meetings/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.

Licenses- Valid Florida Driver's License. (Only if necessary for the position)

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, including occasional off-site

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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. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some evening and weekend hours may be required as job duties demand.

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, 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 undue hardship.

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

Additional Information: UWLHG is an exceptional workplace that can provide

- The opportunity to work with smart, passionate, and enthusiastic team members and volunteers, diverse staff, and other constituents
- A culture of high-performance expectations and accountability
- Exciting and challenging work
- The opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and accrued sick and vacation leave

I understand and agree to the duties and expectations of my role as outlined in this job description.

Employee Name

Employee Signature

____/____/____
Date