

An Employment Opportunity
Campaign Executive for Resource Development
United Way of Pierce County

Dates of Employment:

Begins: September 3, 2019, tentative ending date of June 3, 2020. The position may extend beyond this date

Mission: *We work from the heart to unite caring people to tackle our community's toughest challenges.*

Vision: *A compassionate, vital community where people have the education, resources and opportunities to achieve their potential.*

BOLD GOAL: *United we will lift 15,000 families out of poverty.*

Application Process: **CLOSING DATE: AUGUST 23RD, 2019 OR EARLIER**

To apply submit the following to: keithb@uwpc.org

- United Way of Pierce County Application found at www.uwpc.org/join-out-team
- EEOC Form found at www.uwpc.org/join-our-team
- Resume
- Letter of Interest
- If considered, a background check and an I-9 application are required
- If considered, a minimum of three references are required

Description

The Campaign Executive works closely with companies who support United Way by providing assistance during workplace campaigns. A priority goal of a campaign executive is to build relationships with donors and companies as a whole to enable United Way of Pierce County to reach its goal of lifting 15,000 families out of poverty.

The position is responsible for building and enhancing existing relationships. The position involves fundraising, event planning, presentations, and implementing engagement opportunities for assigned portfolios.

If you are interested in making Pierce County a better place for everyone by being part of a dynamic organization that has as its only focus which is to end poverty, this is an opportunity for you!

Essential Duties

- Manage a portfolio of assigned accounts in Pierce County
- Determine campaign communications and marketing materials supporting the campaign
- Conduct on-site fundraising presentations with managers, employees, and other nonprofits
- Fundraise and ask for employee and corporate contributions
- Provide excellent customer/donor service
- Seek out opportunities to inspire the community about United Way of Pierce County
- Represent United Way of Pierce County at coordinator trainings
- Attend orientation and training sessions
- Update and maintain account information in United Way account management software

Core Competencies

- Effective verbal and written communication skills
- Outstanding active listening skills
- Strong collaboration skills including the ability to work with diverse audiences
- Proven abilities to multi-task; effective time management; effective project management
- Be able to demonstrate organization skills through planning and follow-through
- Self-directed; exercises good judgement
- Sales skills to include fundraising

Qualifications

- Public speaking experience to include diverse/variety of audiences of varying size
- Amazing interpersonal skills with an emphasis on verbal presentation
- Demonstrated excellence to prioritize, problem-solve, organize, and meet deadlines
- Proficient in Microsoft Word, PowerPoint, Outlook, internet, and email use
- Valid Washington state driver's license and access to a reliable vehicle
- Ability to work within a results-driven environment using good judgment
- Works well with others: a reliable team member
- Attention to detail; ability to manage projects
- This position REQUIRES a flexible work schedule e.g. some early mornings, evenings, and weekends

Education/Experience

- EXPERIENCE in fundraising or sales/marketing
- Bachelor's degree in Business, Communication, or related work experience

Personal Attributes

- Passion to make a difference in Pierce County
- Outstanding customer service
- Projects professionalism and poise; confident
- Well organized
- Comfortable with ambiguity
- Listens; adapts well to change
- Attentive to detail, accuracy, and quality
- Self-starter

Relationships

Manager: Vice President of Resource Development

Working Conditions

- Indoor office environment; ability to keyboard, sit at a desk, and answer a phone
- Some walking required e.g. uphill/downhill to and from office buildings
- Occasional use of personal vehicle
- Must possess a valid driver's license and proof of insurance
- Ability to lift 20 to 50 lbs.
- Ability to work non-regular hours

Pay and Benefits

Salary: \$680 per week; 40 hour work week

Benefits:

- Paid Holidays
- Mileage Reimbursement
- Benefits as required by law
- Excellent training