



United Way of 1000 Lakes

# Community Resource Coordinator

**Title:** Community Resource Coordinator

**Report to:** Executive Director

**Supervises:** N/A

**Category:** Resource Development

**Status:** Core hours of Monday through Friday 8 a.m. to 4 p.m., must be able to work non-traditional hours at times. Compensation based on experience.

## Purpose of the position

The Community Resource Coordinator is responsible for supporting multiple facets of United Way's fundraising and resource development efforts including annual campaign, planned giving, grant writing, and community engagement activities to further the mission of United Way of 1000 Lakes. Responsibilities include data management; event and project coordination; fundraising and development; build and cultivate relationships with partners, donors and volunteers, and understanding community needs. Other duties may be assigned.

## Duties and responsibilities

### 1. Fundraising and Resource Development

- Maintains professional conduct, confidentiality and ethical standards
- Oversee charitable contributions; maintain accurate contact data, communications and stewardship; send thank you acknowledgements; provide quarterly donor reports to the Executive Director and Board of Directors
- Provide support and facilitate development and implementation of public engagements (i.e. trainings, meetings, speaking engagements, grant process, events)
- Work closely with United Way constituents to plan, organize and implement campaigns and other United Way activities (i.e. fundraising, planned giving, affinity groups, grant writing, sponsorships)
- Review sources for changes or additions to campaign accounts and inputs (i.e. newspapers (obituaries, business updates), Chamber news, Campaign envelopes, etc.)
- Assists with identifying, recruiting and training volunteers

## **2. Operational and Fiscal Integrity**

- Working with the Executive Director, assist with financial tracking, accounting and budgeting functions
- Tracking and reporting as it pertains to forecasting, monitoring and reporting resource development activities
- Support and facilitate development and implementation of campaign activities (i.e. coordinates mailings, orders campaign materials/supplies, schedules meetings and meeting preparation)
- Maintains a good working knowledge of United Way, its work and results

## **3. Community and Public Relations**

- Maintain United Way's visibility and effectively convey its value, mission and priorities
- Working with the Executive Director, assist with the development and maintenance of year-round communications (i.e. print materials, web, news release, blog, social media, video, print ads, billboards, radio and TV PSA's)
- Proofread agency press releases, public service announcements and provide feedback; write agency communications as necessary
- Initiate and develop relationships with a broad range of community sectors including: media, city communities, all levels of government, other non-profit agencies and business organizations.

## **Qualifications**

**Education:** Bachelor's Degree or equivalent combination of experience and education in Business, Marketing, Fundraising, Communications or a related field

**Job related Experience:** Minimum of 2 years finance, administration or fund development experience

**Physical requirements:** Ability to lift objects up to 25 lbs.

**Other requirements:** Ability to handle multiple projects and meet deadlines. Ability to track projects. Ability to work independently, manage time effectively and follow-through. Efficient in Office and Outlook, QuickBooks, and database management systems. Strong communication and interpersonal skills – written and verbal. Demonstrated public speaking experience. Ability to proof read using proper grammar and punctuation. Professional and courteous phone manner. Demonstrated team player with positive attitude; enthusiastic and creative. Strong numerical aptitude. Valid Driver's License, acceptable driving record and ability to provide current vehicle insurance documentation. Must utilize own transportation for field work (with expense reimbursement).