

<b>Title:</b>	Community Engagement Coordinator- Carroll County	<b>Group/Team:</b>	Resource Development/Community Investment
<b>Reports To:</b>	COO	<b>Status:</b>	Contract/Part-time
<b>Revision Date:</b>	June 2023	<b>FLSA Classification:</b>	Non-Exempt

**Purpose of Position:** To provide support to assigned volunteers and corporate accounts for United Way in Carroll County. Support includes but is not limited to the analysis, development, and scheduling of campaign plans in cooperation with volunteer leadership. To develop account relationships that enhance year-round interaction between United Way and their donor base. Additionally, this position would coordinate efforts and support the local community investment committee (CIC) in accepting and reviewing requests for funding and compiling funding recommendations to be reviewed and approved by the United Way of Greater Lafayette Board of Directors.

**Essential Functions**

- Create and manage annual workplace giving campaign plans and timetable, employing a fundraising process that sets goals, and helps to identify volunteer leadership.
- Manage assigned accounts and provide excellent customer service to support key volunteers in account management.
- Research, evaluate and contact prospects for new account development.
- Maintain knowledge of local, political, social, and economic factors that will impact campaign.
- Ensure the timely and accurate collection, recording, and distribution of account data.
- Design and implement training programs for campaign coordinators and other resource development volunteers.
- Identify CEO cultivation calls and coordinate details.
- Work with communications and donor engagement to ensure United Way brand strategy is integrated into campaign plans and execution.
- Assist with development, ordering and distribution of campaign materials.
- Monitor and motivate volunteers who are active in the annual campaign.
- Identify and assist in volunteer recruitment and recognition.
- Manage and monitor campaign progress on a regular basis, making adjustments as necessary to attain goal and ensure that volunteers receive timely up-to-date reports on a timely basis.
- Cultivate community support for the United Way and develop relationships by maintaining contacts year-round with companies and individuals.
- Attend key community events and activities as a way to promote the United Way’s mission, vision and core values.
- Fosters strong relationships with funded partner agencies.
- In conjunction with Community Investment Committee leadership and volunteers, coordinates annual reporting and grant review process.
- Plans for strategic volunteer engagements, from attracting and identifying volunteer opportunities to matching them with donors and workplaces.
- Perform other duties as assigned.

**Position Qualifications**

- Bachelor’s degree or equivalent experience in sales/marketing, fundraising or public or business administration.
- Prior experience in non-profit fundraising or equivalent work-related experience.

- Demonstrated effective oral and written communication, public speaking, group training/facilitation, organizational and interpersonal skills.
- Demonstrated ability to work with and gain the respect of a broad constituency base, including executive levels in business, industry and government, foundation management, service providers and other key community leaders.
- Possess and maintain a valid driver's license.

## **COMPETENCIES**

An individual must be able to demonstrate the following competencies at a satisfactory level:

- **Mission-Focused:** Catalyze others' commitment to the mission to create social change that leads to better lives and healthier communities. This drives their performance and professional motivation.
- **Relationship-Oriented:** Understands that people come before process and are astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands their role in growing and protecting the reputation and results of the greater network.

## **PHYSICAL REQUIREMENTS and ENVIRONMENT:**

To accomplish the essential functions of the position, one must be physically able to frequently and routinely:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below the shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 20 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files, and documents
- Work is performed primarily in an office environment using standard office equipment

## **TRAVEL**

Travel is throughout an assigned territory typically during the business day.

## **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied

or otherwise, other than an "at-will" relationship. The job description is subject to change with or without notice at any time.

By signing below, I am acknowledging that I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Received and accepted by Employee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*United Way of Greater Lafayette is an Equal Opportunity Employer, Drug-Free Workplace and complies with ADA regulations as applicable.*