

## SEASONAL/TEMPORARY CAMPAIGN COORDINATOR JOB DESCRIPTION

Every fall the United Way of Central New Mexico (UWCNM) **temporarily** expands its fundraising staff with several "Campaign Coordinators." Campaign Coordinators will have the opportunity to be an integral part of UWCNM's corporate outreach and workplace giving campaigns, which support its local impact agenda and facilitate the funding of thousands of other nonprofits. These **seasonal temps** will hone their skills in relationship management, account/event planning, public speaking, and collaborative work.

**Location:** This opportunity is based out of UWCNM offices at 2340 Alamo Ave. SE (near Gibson & Yale). UWCNM has a policy of social distancing and requires face coverings/masks for group meetings. After in-person training, some remote work may be possible, but travel to workplace locations will also be necessary. UWCNM serves a four-county area (Bernalillo, Sandoval, Torrance, and Valencia) and mileage is reimbursed.

### Responsibilities:

- Be a knowledgeable and positive representative of UWCNM in the community
- 33% of this job is account management and engagement with community members to explain the vital work of UWCNM
- 33% is helping to plan and support workplace giving campaigns, including presentations and events, to seek employee donations, typically through payroll deduction
- 33% is preparing campaign materials, pledge form processing, and data entry
- Serve as the primary support for organizational accounts that raise up to \$15,000
  - Contact appropriate representatives to secure company commitment and participation
  - Help companies develop and implement campaign plans and events
  - Make presentations to employee groups, virtually and in person (where allowed)
  - Tabulate and report final campaign results as they conclude
  - Keep accurate and thorough records of interactions with corporate contacts
- Assist the Corporate Relations team with larger workplace campaigns that raise \$15,000 or more
- Support and participate in UWCNM special events, as requested
- Other duties as assigned

### Qualifications and Requirements:

- Strong written and verbal communication skills; comfort with public speaking is a must!
- Ability to work in a collaborative and team setting, but also to manage independent projects and relationships with minimal supervision
- Proficiency with standard office equipment and software, including MS Office, SharePoint and virtual platforms such as Zoom/GoToMeeting
- Ability to quickly learn UWCNM's fundraising database system
- Organized and detail-oriented, with excellent time management and interpersonal skills
- A strong interest in supporting UWCNM's impact agenda and local nonprofit organizations
- Ability to work virtually with personal cell phone, computer and reliable internet connectivity
- Appropriate business attire and access to a reliable vehicle for travel to corporate sites
- Completion of a two-year certificate/Associate's degree; Bachelor's degree and/or equivalent relevant work experience is preferred

**Time Frame:** September 1 through early-to-mid-December (usually off during week of Thanksgiving)

**Time Commitment:** Up to a maximum of 35 hours/week. Flexibility is needed as some workplace campaign activities are conducted outside of regular business hours, including early mornings and some evenings.

**Compensation:** \$15 per hour paid weekly, plus mileage reimbursement

**Training:** All Campaign Coordinators will attend UWCNM and workplace campaign orientation (Sept. 1-4) in addition to receiving on-the-job training and coaching.

**How to Apply:** Email cover letter and resume to [applicant@uwcnm.org](mailto:applicant@uwcnm.org) with the subject line "UWCNM Campaign Coordinator Application." For best consideration, please submit by **Friday, July 31, 2020**.

**Interviews:** Initial screening will be conducted via short phone interviews, starting in early August. Finalists selected for interviews (to be conducted virtually) will also be asked to deliver a 3-5 minute presentation on a nonprofit of personal interest to demonstrate their public speaking ability.