

United Way of Northern California

Position Description



United Way of
Northern California

JOB TITLE: LIVE UNITED Ambassador

DEPARTMENT: Development

POSITION TYPE: Volunteer/Intern

COMMITMENT: 2-3 hours/week

POSITION OVERVIEW

United Way of Northern California (UWNC) is creating measurable results for health and human service issues in Northern California. We seek motivated, detail-oriented, self-starters with an interest in non-profit fundraising who can fill an integral role in our Resource Development department through this unpaid volunteer position.

The primary responsibility of the LIVE UNITED Ambassador is to assist United Way of Northern California's (UWNC) fundraising efforts by acquiring new employer group participants and making presentations to employees to convince them to donate via payroll deduction or other payment methods. The Ambassador has shared responsibility for the team's revenue goals and will focus his/her attention on establishing and building strong donor and corporate relationships, identifying and creating new partnerships, and other related duties.

ESSENTIAL FUNCTIONS

- Conduct, manage and monitor assigned corporate and individual solicitations as well as employee campaigns so that maximum results are achieved.
- Coordinate processes within assigned corporate accounts, including: creating campaign timelines, ordering and delivering campaign materials, creating reports, tracking results, collecting donor detail, and other administrative duties.
- Execute specific strategies for maximizing performance in each assigned account, with a primary focus on increasing donor gifts, retaining previous donors, and recruiting and engaging new donors.
- Participate in local events intended to raise funds on UWNC's behalf.

QUALIFICATIONS AND REQUIREMENTS

- Interest in fundraising and the non-profit sector.
- Customer-focused communicator, with proven ability to develop rapport and deliver high-impact presentation.
- Ability to research, prepare and conduct presentations and develop strategies to understand donor objectives.
- Demonstrated ability to manage and prioritize multiple tasks simultaneously.
- Ability to manage time, implement plans and achieve goal timelines.
- Experience in sales, marketing, or a fundraising environment is helpful.
- Proficient with MS Office, including Word, Excel, PowerPoint, Outlook. Proficiency with using the internet for research purposes. Customer Relationship Management software experience preferred.
- Valid Driver's License, automobile insurance, and reliable transportation required.

BENEFITS

- Hands-on training and close collaboration with a leading non-profit in a positive work environment.
- Opportunity to learn business skills, make contacts in the community and acquire valuable professional experience.
- A progressive management style that allows volunteers and interns to take on a great deal of responsibility and provides a supportive, stimulating work experience.
- Reference letter will be provided upon request and successful completion of volunteer assignment/internship.