



## United Way of Northern California (UWNC)

|                                 |   |                         |                                    |
|---------------------------------|---|-------------------------|------------------------------------|
| <b>Job Title:</b>               | Campaign Associate  | <b>Job Category:</b>    | n/a                                |
| <b>Department/Group:</b>        | Development   | <b>Job Code/ Req#:</b>  | n/a                                |
| <b>Location:</b>                | UWNC Office<br>2280 Benton Dr. Bldg. B<br>Redding, CA 96003 | <b>Travel Required:</b> | Some travel required within region |
| <b>Level/Salary Range:</b>      | \$16.00 / hour  | <b>Position Type:</b>   | Part-time (24 Hours/week)          |
| <b>HR Contact:</b>              | Larry Olmstead<br>President, CEO                            | <b>Date Posted:</b>     | March 9, 2018                      |
| <b>Will Train Applicant(s):</b> | Jacob Peterson<br>Development Director, UWNC                | <b>Posting Expires:</b> | April 13, 2018                     |

**Resumes Accepted via Email:**

lolmstead@norcalunitedway.org

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Campaign Associate acts as support staff for the Department of Resource Development, the fundraising arm of United Way of Northern CA. This position will be asked to provide administrative support to the Development Director, assisting in scheduling, meetings and phone calls. The Campaign Associate will provide effective outreach and presentations to the community on behalf of UWNC and support during major fundraising events. The right individual must have high energy, excellent communication skills, ability to manage their time effectively through multiple tasks and the ability to work collaboratively in a face-paced environment. The right person will:

- Support in the execution of the Workplace Giving Model, including but not limited to:
  - Researching and entering data on prospective companies
  - Phone calls to assist in setting meetings and campaigns
  - Preparing campaign and pre-campaign materials
  - Assist in giving workplace presentations
- Have an “Attitude for Gratitude”
  - Support in the development and delivery of thank-you letters, plaques and updates to top UWNC supporters
- Participation in facets of planning and execution of key UWNC fundraising events:
  - Support in volunteer recruitment and follow-up for specific events
  - Assist with overall event coordination as needed
  - Tabling at community events and benefit fairs

**Qualifications and Education Requirements**

- Must have a valid driver’s license
- Minimum Associate’s Degree or some college experience
- Must be able to work on a keyboard comfortably through an eight-hour shift
- Must be able to lift 15-20 pounds
- Experience in fundraising and/or event planning highly preferred
- Bilingual or Multilingual is a plus

**PREFERRED SKILLS**



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- Excellent customer service skills
- Strong presentation skills
- Ability to engage with and relate positively among diverse audiences
- Clear thinker and communicator
- Ability to multi-task
- Collaboration skills
- Effective time management
- Attention to detail

*United Way of Northern California is an Equal Opportunity Employer.*

|                  |                |            |                   |
|------------------|----------------|------------|-------------------|
| Reviewed By:     | Jacob Peterson | Date:      | 1/16/2018         |
| Approved By:     | Larry Olmstead | Date:      | 1/19/2018         |
| Last Updated By: | Jacob Peterson | Date/Time: | 3/19/2018 12:00PM |