



United Way
of Greater Toledo

United Way of Greater Toledo JOB DESCRIPTION

<u>Position Title:</u>	United Way Campaign Associate Internship
<u>Department:</u>	RESOURCE DEVELOPMENT
<u>Location:</u>	TOLEDO OFFICE
<u>FLSA Job Status:</u>	Seasonal/Semester Long Part Time (20 hours minimum)
<u>Length of assignment:</u>	August 1, 2021- December 31, 2021
<u>Organizational Relationships:</u>	
<u>Reports to:</u>	DIRECTOR OF DEVELOPMENT OPERATIONS
<u>Coordinates with:</u>	ALL DEPARTMENTS AS NECESSARY
<u>Date of posting:</u>	June 2021

STATEMENT OF THE ROLE:

This position works with United Way of Greater Toledo staff, volunteers, and campaign managers (CM) to assist with the successful planning and implementation of workplace campaigns and other fundraising initiatives. Serves as support for United Way Resource Development team, and occasionally as the United Way representative, as the department works to deliver the United Way message and convey the needs of the community to encourage individual contributions, advocacy, volunteerism, and community involvement.

ESSENTIAL FUNCTIONS/GROWTH OPPORTUNITIES:

- Cultivate relationships with United Way staff, volunteers and campaign managers.
- Learn from United Way staff about fundraising strategies, techniques, and implementation.
- Exposure to United Way Community Impact work.
- Provide the highest standards of customer service and professionalism to donors, volunteers, and advocates.
- Provide support to the United Way staff and CM in planning campaigns.
- Shadow and work collaboratively to develop workplace employee presentations and campaign activities.
- Educate workplace employees about United Way of Greater Toledo and community needs.
- Assist in facilitating all workplace campaigns executed face to face and virtually.
- Assist with providing community partner speakers for campaign presentations.
- Assist with sorting, inventory, and packing of campaign materials.
- Deliver and pick-up materials where needed for workplace campaigns.
- Assist with printing, assembling and mailing of materials and other administrative duties as needed.
- Conduct outreach to local businesses to explore potential partnerships.
- Maintain accurate and updated account records in ANDAR Database.
- Analyze weekly reports on campaign progression.
- Assist with volunteer coordination and efforts as needed.
- Provide weekly updates on successful completion of assigned tasks according to specified metrics.

ADDITIONAL RESPONSIBILITIES:

- Attend a weekly meeting to receive important campaign information, share success stories and request assistance.

- Collaborate with other departments as necessary to provide year-round engagement opportunities for companies.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree with some experience in fund raising/sales.
- Enrollment in graduate program with an interest in non-profit work.
- Experience working with volunteers.
- Or, a comparable combination of education and work experience.

KNOWLEDGE / SKILLS / ABILITIES:

- Works appropriately and enthusiastically with others and responds appropriately.
- Ability to work a flexible schedule outside of standard office hours.
- Demonstrated ability to work independently, manage time effectively.
- Strong communication and interpersonal skills including public speaking and writing.
- Demonstrated numerical aptitude.
- Demonstrated ability to prepare reports, present data in an understandable form.
- Proficient in Microsoft Office applications and mail merge functions.
- Requires strong relationship building skills.
- Ability to manage multiple projects and deliver high quality, accurate products while operating in a fast paced, deadline-oriented environment.
- Must be able to maintain confidential and sensitive information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) 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.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.