

Job Opportunity Fundraising/Resource Development/Relationship Management Full-Time/Temporary

Title: Campaign Executive
Status: Temporary/Full-Time (July 9, 2018 to December 14, 2018)
Hourly Rate: \$17.00
Apply: Submit a resume and cover letter [Here](#) by May 30, 2018

Position Summary

We are looking for someone to engage workforce partners to develop and deepen relationships, maximize revenue, and generate resources for United Way to advance our impact work. The position focuses on strategic relationships with a portfolio of (lead and mid-market) accounts.

Primary responsibilities include applying leadership, fundraising, project management and teamwork skills to consult with and assist local employers to plan and implement successful United Way campaigns. This position reports to the Senior Manager, Workforce & Corporate Development and works closely with the Resource Development team.

Organization Summary

We aren't your typical United Way. We've recently embarked on a new, collaborative approach to help families with children 0-8 escape the traps of poverty. Our new work is called [CORE](#): Creating Open Roads to Equity. It's bold, innovative, and is already changing the way local nonprofits, public partners, and private businesses work to help families in our community. CORE moves whole families out of the traps of poverty through a collaborative approach serving both children and the adults in their lives, together.

Our Team

Integrity, collaboration, innovation, equity, and outcome-oriented are the values our staff uphold that motivate and inspire our work.

KEY RESPONSIBILITIES

- Develop, organize, and implement successful campaign strategies by consulting with employee campaign managers of assigned workforce accounts.
- Analyze and evaluate account strengths and weaknesses of engagement and campaigns strategies.
- Set account goals and develop timetables and work plans for lead groups.
- Analyze and interpret account data results to assist in developing new methods and tools for improvements.
- Ability to deliver compelling ask to both large and small audiences.
- Consult with and direct volunteers to secure corporate contributions and/or personally contact CEO's of accounts.
- Participate in all workforce engagement activities, including training, volunteer management, public speaking, and team meetings.
- Maintain awareness of political, social, and economic factors in the community that may affect partner relationships. Apprise Resource Development team of relevant information.

- Serve as a United Way of Snohomish County spokesperson, conveying the value of United Way to the community.
- Support of United Way's commitment to relationship management by ensuring a consistent and positive brand experience for all constituents of United Way of Snohomish County.
- Prepare and maintain accurate records, reports and materials, including database information.
- Collect and deliver supporting sales and campaign materials to assigned accounts. This requires use of a private vehicle and current auto license and insurance.
- Collect cash contributions and pledge forms.
- Draft, maintain, and submit accurate & timely reports according to established financial recording processes.

QUALIFICATIONS

Education and/or Experience

- Associate degree. A combination of education and/or relevant experience may be substituted in lieu of degree requirements.
- Experience in a professional business or sales environment and public speaking preferred.
- Minimum 1-year experience using donor database, Salesforce, Raiser's Edge, or other comparable software system preferred.
- Direct donor relations experience preferred.

Knowledge/Skills/Abilities

- Exercise discretion and independent judgment.
- Participate effectively as a team player and independently.
- Be self-directed, enthusiastic, and creative.
- Proficient in a Windows operating system, MS Word, Access, Excel, Outlook, One Note, the Internet, and experience with database management.
- Detail-oriented with the ability to multi-task, meet deadlines, quickly process information, and demonstrate a dedication to ensuring and maintaining quality results.
- Ability to learn and comprehend a complex database with detailed procedures.
- Strong time-management and prioritization skills a must.
- Ability to handle confidential information appropriately.
- Strong communication and customer service skills.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures.
- Ability to write reports, business correspondence.
- Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, research and collect data, establish facts, and draw valid conclusions.

Other Requirements

- Current, valid driver's license; use of private vehicle and valid automobile insurance
- Meet the criminal history check review standards.
- Must register with and will be paid through a contracted employment agency upon hire.