

HEAD OF THE LAKES UNITED WAY

POSITION DESCRIPTION

Job Title:	Community Campaign Coordinator
Reporting To:	Development Director
Exempt OR Non-exempt:	Non-exempt
Core Hours:	Full-time, 37.5 hours per week. Office open Monday-Friday, 8:30am to 4:30pm. Must be able to work a flexible schedule with the possibility of some early morning, evening, and weekend work.
Salary and Benefits:	Starting salary from \$18.38/hour to \$20.74/hour commensurate with experience and education. Health benefits and Earned Sick and Safe Time (ESST) provided.
Overall Purpose of This Role:	<p>This position will work together with local organizations and individuals to achieve positive and lasting change in our community through fundraising and mobilizing resources. Responsibilities include coordinating annual fundraising efforts, organizing events, and facilitating community engagement efforts. HLUW's region includes four separate service areas: Ashland-Bayfield, Greater Duluth, the North Shore, and Superior-Douglas County.</p> <p>The Community Campaign Coordinator participates in United Way's commitment to excellent customer service through positive relationship-building with donors, community partners, and United Way staff.</p>
Key Accountabilities:	<p>Workplace Campaign Account Management:</p> <ul style="list-style-type: none">• Provide support and consultation to help companies design and implement effective employee giving campaigns• Serve as primary liaison with Employee Campaign Coordinators (ECCs)• Develop and strengthen relationships with companies, donors, and volunteers• Assist in the development and implementation of employee campaigns in a defined portfolio of companies as well as support overall campaign efforts• Identify companies and donors for staff to cultivate beyond the traditional campaign period <p>Campaign Activity and Stewardship:</p> <ul style="list-style-type: none">• Make presentations to individuals and groups with the intent of asking for contributions to support the Head of the Lakes United Way (HLUW) mission• Act as a resource for external and internal audiences• Arrange for materials, speakers and other resources to support the workplace campaigns• Establish communication mechanisms to keep companies and ECCs informed and engaged• Complete the workplace campaign process from consultation through thoughtful stewardship and recognition of companies, ECC's and volunteers• In conjunction with the campaign team, help organize annual campaign events including the campaign kick-off, ECC Trainings, fundraising events and the celebration luncheon• Recruit, manage and recognize campaign volunteers• Participate in select regional events to maintain visible United Way presence (as scheduled)• Participate in campaign meetings and complete other campaign related activities as assigned <p>Data Organization and Reporting:</p> <ul style="list-style-type: none">• Maintain accurate records of accounts• Utilize the CRM software ANDAR to maintain accurate contact data, communication, and stewardship• Provide regular account updates to the campaign team and director on progress and goals• Complete UW reports as needed• Assist with community data analysis and communication <p>Additional Accountabilities:</p> <ul style="list-style-type: none">• Maintain collaborative working relationships with United Way staff and partners• Use tact and judgment in working with others effectively• Provide exceptional customer service to both internal and external customers

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- Attend organizational and committee meetings as directed
- Perform other duties as assigned

Supervision and Working Relationships:

- Position works under the direct supervision of the Development Director
- Position works with United Way staff, donors, Employer Campaign Coordinators, volunteers, and external vendors as appropriate

Education, Training, and Prior Work Experience Required:

- Bachelor's Degree or equivalent combination of experience and education in Business, Marketing, Fundraising, Communication or a related field.
- Demonstrated public speaking experience
- Excellent project coordination, verbal, and written communication skills
- Strong time management and organizational skills, attention to detail, and the ability to work independently
- Strong community- and relationship-building skills
- Ability to prioritize and balance competing demands; ability to plan and meet deadlines
- Ability to recognize potential problems and formulate actions and reactions
- High degree of confidentiality

Technical Knowledge:

Proficiency with Microsoft Office, including Word and Excel, and the Internet; familiarity with database/customer relationship management systems preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position regularly is required to remain in a stationary position, and frequently operates a computer and other office productivity machinery such as a calculator, copier, printer, and scanner.

The person in this position needs to move about inside the office occasionally to access file cabinets, office machinery, etc. Regular visits to the worksites of HLUW's workplace partners require the person to move about inside other office spaces as well.

The person in this position frequently communicates with individual donors, representatives at HLUW workplace partners, and other members of the Campaign Team. They must be able to exchange accurate information in these situations.

Other Requirements: Must have a valid driver's license, automobile insurance, and a reliable vehicle

Disclaimer: This description reflects management's assignment of essential functions and does not proscribe or restrict the tasks that may be assigned. The job description is subject to change at any time.

If you're interested in applying for the position, please submit a resume and cover letter to Kayla Erdmann at k Erdmann@hlunitedway.org, or mail to:

Attn: Kayla Erdmann, Development Director
Head of the Lakes United Way
424 West Superior Street, Suite 402
Duluth, MN 55802

(PLEASE NOTE: Due to HLUW staff working primarily from home during the pandemic, email submission of applications is preferred. If you need to use mail to submit your application, please notify Kayla using the contact information below.)

Questions: Contact Kayla Erdmann at 218.726.4779 or email k Erdmann@hlunitedway.org.

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