

Position Title: Engagement Specialist/Associate Manager

Position Status: Part-Time (25 -30 hours a week)

Supervised by: Vice President Corporate Engagement

United Way of Northwest Arkansas is a 501(c)(3) nonprofit, is seeking a highly motivated, passionate, and innovative Development Specialist to join its growing team of fundraising professionals dedicated to improve the capacity of individuals and families by mobilizing the caring power of our community through collaboration with our partners. United Way envisions a world where all individuals and families achieve their human potential through education, income stability, and healthy lives.

To Apply: Please submit cover letter and resume to chinds@unitedwaynwa.org

Posting Opening: Tuesday, Nov. 17, 2020 **Posting Closing:** Tuesday, Dec. 1, 2020

Position Summary

The Fundraising/Engagement Specialist provides administrative, logistic and fundraising support for the Engagement team. The position plays a vital role in supporting the Vice President Corporate Engagement to plan and execute annual fundraising activities including, but not limited to donor communications and stewardship, special events, mailings, and fundraising campaign. The Engagement Specialist also assists with other duties as assigned.

Duties & Responsibilities

Fundraising Campaigns

Data Entry of Workplace Giving & Donor pledges into CRM system (Salesforce) and work alongside the finance team to assure gifts payments are recorded in CRM system (Salesforce).

Format and prepare mass emails for sending

Maintain donor cultivation, stewardship and solicitation communications calendar

Assist with annual donor cultivation touch points made by phone, e-mail and/or handwritten note

Coordinate and take minutes for Cabinet & Committee meetings

Special Events

Assist with logistics—e.g. data entry, guest lists, signage, volunteer schedules (Fill the Bus, Tyson Summer Intern Program, Campaign Kick-off Event)

Invoice sponsors who have pledged support of the events

Assist with creating and posting donor-centric social media content for all events

Help research and reach out to new prospects for in-kind donations for events; maintain annotated list

Coordinate and take minutes for committee meetings (Golf Tournament and Young Leaders Society)

Education: Associate Degree and/or Bachelor's

Qualifications and Requirements

Bachelor's degree in related field, or equivalent work experience

1-3 years non-profit experience in administrative and/or event planning roles preferred; non-profit

Excellent written and verbal communications skills

Comfortable on the phone, comfortable troubleshooting payment collections preferred

Team player and self-starter with superior time management and organizational abilities

Customer service-oriented with ability to manage multiple priorities and personalities

Passionate about philanthropy, especially in serving underserved communities

Familiarity with Salesforce or similar donor database is a plus

Ability to work occasional evenings and weekends for meetings and/or events

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.

Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Work Location: Lowell, AR
