



POSITION: FUNDRAISING ASSISTANT

REPORTS TO: Development Director

Purpose: To provide administrative support and oversight for the United Way of El Paso County Combined Charitable Campaigns: State Employee Charitable Campaigns (SECC), City Employees Charitable Campaign and County Employees Charitable Campaign.

MAJOR DUTIES & RESPONSIBILITIES:

Combined Charitable Campaigns:

- Develop and cultivate successful business/personal relationships with department coordinators and department heads.
- Assist in the training of Combined Charitable Campaigns Coordinators and volunteers in the specifics of conducting their campaigns.
- Ensure good management of campaign resources. This includes the sorting, packing and distribution of all campaign materials for assigned campaigns.
- Maintain an accurate list of contacts and donors for each participating campaign in Andar/360 Fundraising Software database.
- Assist with the collection and processing of report envelopes and pledges on a weekly basis and verify accuracy of total dollars reported.
- Prepare donor reports as required by the respective campaigns.
- Update Combined Charitable Campaigns information on United Way of El Paso County website.

Workplace Giving Campaigns:

- Assist with presentations during campaign meetings and community presentations.
- Collect and follow-up on campaign documentation, including tallying of contributions.
- Organize and execute thank you process, to include corporate, employee, individual, and loyal contributors.
- Assist in preparing mail-outs (collect and sort donor information, envelope stuffing, labeling, folding).
- Support special functions as needed.

CROSS FUNCTIONAL RESPONSIBILITIES:

Community Engagement

- Work effectively with other teams at United Way to provide appropriate support and value to partners. Leverage relationships to create additional opportunities with other organizations and individuals.

- Attend key community events and activities as a way to promote United Way of El Paso County's mission, vision and core values becoming a defined community ambassador for United Way.
- Cultivate community support for United Way by maintaining contacts with local organizations, businesses and individuals

Other responsibilities as assigned.

Results

Results are integral to the direction and the long and short-term success of resource development.

Skills and Demonstrated Abilities

Strong leadership, verbal, and written communication skills; and strong presentation and interpersonal skills.

Intermediate knowledge of MS Office applications,

Must possess the ability to effectively and efficiently coordinate multiple projects.

Personal Attributes

- Works well with other people.
- Works effectively in a dynamic, innovative and changing environment.
- Pays attention to detail, accuracy and quality.

Qualifications--Knowledge, Education and Experience

High School Diploma is required. Bachelor's Degree in Business Administration, Communication or Social Sciences a plus. One year general office experience preferred, and/or an equivalent combination of education and experience related to the duties of the position.

Knowledge of the non-profit sector is a plus.

Successful candidate must also embody personal attributes of honesty, integrity, professional behavior, tact, sense of urgency, and sense of humor.

Must be able to work a flexible schedule with the possibility of early morning, evening, and weekend work.

Valid Texas or New Mexico driver's license, insurance and vehicle required.

The above statements are intended to describe the general nature and level of work being performed by the individual in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the position. Duties, responsibilities and activities may change at any time with or without notice.

Job Classification

Full Time

Non-Exempt

Salary Range

\$26,000 - \$33,000