

United Way of the Midlands Community Ambassadors Program Job Description

Temporary: 40 hours/week, August 19 – November 22, 2019 (not eligible for benefits)

Reports to: Greg Vassios, SVP, Corporate & Donor Relations

POSITION SUMMARY:

The Community Ambassadors program brings individuals from across the community together to support the United Way of the Midlands (UWM) fundraising campaign – a community-wide effort that raises over \$18 million and engages more than 600 companies. Funds raised through the campaign are invested in a circle of supports that impacts poverty and creates lasting change in our community.

Community Ambassadors serve as an extension of UWM’s Donor Engagement team during the campaign, ensuring thousands of people have the opportunity to engage with UWM and the community. They work directly with corporate contacts to plan and implement fundraising efforts within partnering businesses.

WHO MAKES A GOOD CANDIDATE?

- Talented individuals with a passion for working with the community.
- Individuals interested in strengthening their skills in fundraising, sales, public speaking, networking and professional development.
- Individuals committed to working with UWM to impact the cycle of poverty.

PRIMARY RESPONSIBILITIES:

40 hours/week assisting with the UWM 2019 fall campaign.

Duties include but are not limited to:

- Execute the fundraising plan established by the Donor Engagement Team.
- Meet with corporate contacts from assigned accounts to help orchestrate the campaign effort for employees and executives.
- Schedule, confirm and coordinate all campaign trainings, tours, employee rallies and speakers for assigned companies.
- Effectively present UWM’s campaign message to a variety of employee groups through public speaking and the use of various media.
- Deliver requested campaign materials and pick up financial contributions.
- Work closely with Donor Engagement Team to coordinate account activity, resolve scheduling conflicts and provide ongoing updates on campaign status.
- Handle the administrative aspects of the campaign by completing appropriate correspondence and communication, required reports and evaluations, closing out all accounts and returning to staff all company files, reports, records and materials.
- Maintain records for assigned accounts including results and campaign activities. Document all interactions in Andar (United Way CRM system).

CORE COMPETENCIES:

- Strong leadership and effective communication skills
 - Public speaking, written and phone skills
- Ethical, trustworthy and professional

