



Job Description

Organization: United Way of the Midlands
Job Title: Community Ambassador
Supervisor: Director, Corporate Campaign Management
FLSA Status: Full Time, Non-Exempt, Temporary
Location: Omaha, NE

Position Summary:

The Community Ambassador program brings individuals from across the community together to support the United Way of the Midlands' (UWM) fundraising campaign – a community-wide effort that engages individuals and corporations. 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. **This is a full time, temporary position working up to 40 hours/week from August 16-November 19, 2021 (not eligible for benefits).**

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:

Assisting with the UWM 2021 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.
- May assist with volunteer engagement activities as needed.
- Maintain records for assigned accounts including results and campaign activities. Document all interactions in Andar (United Way CRM system).

Skills and Abilities:

- Strong leadership and effective communication skills
 - Public speaking, written and phone skills
- Ethical, trustworthy and professional
- Enthusiastic and self-directed team player
- Ability to prioritize, manage multiple projects, define problems and track results
- Basic math skills
- Proficient in Microsoft Word and PowerPoint
- Must be willing to work a flexible schedule (may work a few evenings or weekends)
- Must have a reliable vehicle and valid state driver's license/insurance

Supervisory Responsibilities:

- No supervisory responsibilities.

Education and/or Experience:

- Associate's degree from a two-year College or University (preferred)
- 1+ years of experience in Social Services, Human Services, Health, or related non-profit field; preferably involving public speaking, presentations and community outreach activities

Physical Requirements:

- Able to drive a vehicle for extended periods
- Prolonged periods of sitting at a desk and working on a computer
- Must occasionally lift and/or move up to 20 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

Benefits:

- Paid federal holidays
- Onsite cafeteria and gym
- Wellness Program
- Free Parking

How to Apply:

Please submit your cover letter and resume to mierum@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.