

JOB TITLE: Campaign Associate

REPORTS TO: Senior Director, Donor Relations

CLASSIFICATION: Part-time, Temporary

PURPOSE OF POSITION: Provides support to United Way Forsyth County's Resource Development Department through key administrative responsibilities, data entry, communications, and special task-based projects to ensure successful campaign operations

DUTIES AND RESPONSIBILITIES:

1. In coordination with the Resource Development team– executes and improves efficiency and effectiveness for fundraising-related projects and activities
2. Accountable for execution of administrative tasks such as mailings and assembly of campaign materials
3. Assists with data entry utilizing donor database and maintains confidentiality of data entered and used for job-related functions
4. Works to improve community and corporate-facing communications and organizational visibility by implementing strategies around digital communications, and utilization of social media
5. Develop a deep understanding of United Way of Forsyth County's Mission, and the ability to communicate the importance of the mission and the connection between donations and impact
6. Represent United Way of Forsyth County at agency fairs, corporate events, and community events as needed
7. Performs other duties as assigned

CORE COMPETENCIES:

1. Ability to interact with diverse donor, staff, and leadership demographics
2. Proficiency in Microsoft Office suite, and virtual meeting technology (Teams, Zoom, etc.)
3. Excellent time management skills and ability to prioritize competing projects and tasks
4. Public speaking and effective communication skills
5. Utilization of social media platforms and strong digital communication skillset
6. Can thrive in a team environment and is self-motivated
7. Willingness to work at non-traditional work hours as needed

JOB REQUIREMENTS:

Education: High school diploma required, associate degree, or higher preferred

Experience: 1-2 years of related experience in fundraising operations, sales, project management, administrative assistance, marketing, or an equivalent combination of education and experience

To apply please visit: <https://united-way-of-forsyth.oasisrecruit.com>