

**Title:** Community Impact Administrator

**Status:** Full-time/Hourly Role

**Reports to:** President

**Salary Range:** \$44,000 - \$55,000

**Overview:** The Community Impact Administrator (CIA) will provide administrative support to the President and Campaign Director of the United Way office. The CIA will also serve as the liaison between nonprofits in the community and the United Way. The CIA coordinates with financial manager and handles some accounting tasks on a weekly basis. Will perform administrative duties at a professional level and serve as the primary manager of records for United Way's software (Donation Tracker). This position develops branded messages that lead to individuals and organizations volunteering, attending events and donating to the United Way.

### Responsibilities:

- Assist in preparation for various meetings to include correspondence, scheduling meeting facilities, notifications, follow-up calls and documentation of attendees. Compile and collate information for Board of Directors and Executive Committee meetings. Attend Board and Executive Committee meetings, taking minutes of the meetings.
- Prepare notebooks for new board members.
- Maintain adequate office supplies (in line with budget) and general maintenance of office equipment.
- Maintain and update all information in the data processing system concerning accounts receivable. Balance monthly financial statements.
- Work closely with Financial Manager to achieve highest percentage collectible on all accounts.
- Work with Financial Manager to gather information and answer questions for annual audit.
- Ensure United Way is in compliance with all state requirements to maintain 501c3 status.
- Make bank deposits.
- Assist Campaign Director and President in completing Database II per United Way Worldwide affiliation agreement.
- Post pledges, payments, run reports and send bills. Keep donor information updated in data processing system.
- Provide reports from Donation Tracker to staff, financial manager when needed.
- Coordinate and oversee agency partnerships in conjunction with the President of United Way. Create and collect mid-year and end-of-year reports from partner agencies.
- Facilitate United Way Fund Distribution process. Build and maintain positive working relationships with Fund Distribution community volunteers at all levels.
- Coordinate United Way Annual Day of Caring.
- Represent United Way at organizational and community related meetings and events as appropriate.
- Assist with monthly newsletter, social media, website and marketing.
- Create special event marketing materials and assist with recruitment of sponsors and participants.
- Collaborate with United Way of Davidson County staff to provide data, client stories and supporting documentation for grant applications and marketing/communications.
- Assist United Way President with training opportunities for UWDC partner agencies.

### Skills:

- Strong written and oral communication skills.
- Self-starter with the ability to work independently and accurately complete tasks.
- Ability to recruit and manage volunteers and work with diverse sectors of the community.
- Multi-tasking, meeting deadlines and performing under pressure.
- Represent the United Way in a professional manner.

**GIVE. ADVOCATE. VOLUNTEER.**

United Way of Davidson County -- PO Box 492, Lexington, NC 27293

Phone number: (336) 249-2532

[www.uwdavidson.org](http://www.uwdavidson.org) -- [info@uwdavidson.org](mailto:info@uwdavidson.org)

# United Way of Davidson County



## **Qualifications:**

- Bachelor's Degree preferred.
- 1-3 years of administrative experience required.
- Proficiency with financial reporting.
- Proficient in various and appropriate software applications (i.e. Word, Excel, PowerPoint, Donation Tracker, Outlook and Internet).

## **Requirements:**

- Valid driver's license, automobile/vehicle, vehicle insurance.
- Must be able to work beyond normal work hours and on weekends, as needed.
- Ability to lift up to 25lbs, as needed.
- Participate in professional growth opportunities, as indicated and available.

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