



## United Way of Greater New Haven Campaign Associate: Fall 2017

United Way of Greater New Haven brings people and organizations together to create solutions to Greater New Haven's most pressing challenges in the areas of Education, Health and Financial Stability. We tackle issues that cannot be solved by any one group working alone.

### Roles and Responsibilities

United Way of Greater New Haven seeks enthusiastic college graduates and professionals interested in an invaluable experience to include professional training, fundraising and community engagement skills and opportunities. The Campaign Associate will work closely with the United Way Resource Development team, other United Way staff, community leaders and workplace volunteers to help manage and increase support for the 2017 United Way workplace campaign. This is a seasonal, full-time (30-40 hours weekly) position from September 15 through December 15, 2017.

The basic responsibilities and expectations of a Campaign Associate are as follows:

- Assist with account management of a variety of businesses and organizations in the Greater New Haven region that run United Way workplace campaigns.
- Attend an orientation on roles and responsibilities along with techniques for effective calls, group presentations and data collection and management.
- Participate in campaign planning, coordinator meetings, kick off events, and presentations with United Way staff.
- Manage distribution and collection of United Way campaign materials to local businesses and organizations.
- Manage campaign calendar and update campaign data as needed.
- Assist with special events and volunteer projects as needed.
- Other duties as assigned.

### Requirements

- Good communication skills and familiarity with fundraising techniques
- Excellent organizational skills and familiarity working in a professional office environment
- Ability to work well with a team as well as independently
- Advanced Microsoft Word and Excel skills; knowledge of Google applications (e.g. Gmail, Insightly, Google drive, etc.)
- Own a vehicle and have a valid driver's license and car insurance and be willing to travel throughout the Greater New Haven area.

### Application Procedure

Interested candidates should submit a letter of interest and resume to [employment@uwgnh.org](mailto:employment@uwgnh.org).

No phone calls, please.

All applications are treated confidentially. The position will remain open until filled.

*\*\*United Way of Greater New Haven is an equal opportunity employer.\*\**