



Seasonal Campaign Executive: Fall 2019

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.

Position:

United Way of Greater New Haven seeks enthusiastic candidates interested in gaining experience in fundraising and community engagement with a top non-profit brand. The Campaign Executive will be a member of the Resource Development Team which is responsible for partnering with local companies to raise nearly \$2.5 million dollars through the annual fall United Way campaign. You will gain valuable skills, contacts, community knowledge, and be a part of a positive and supportive team environment.

This is a seasonal position (20-30 hours weekly) from mid-August through early December (with flexibility for the ideal candidate).

The responsibilities of the Campaign Executive are as follows:

- Assist with account management of a variety of businesses in the Greater New Haven region that run United Way workplace campaigns.
- Implement workplace fundraising campaign strategies to increase revenue from assigned accounts
- Willingness to be trained to speak and educate prospective donors on United Way programs and the value of donating to United Way
- Represent United Way at events and provide exceptional customer service
- Manage distribution and collection of United Way campaign materials to local businesses and organizations.
- Serve as a project manager on tasks and assignments related to revenue generation and donor engagement
- Manage departmental calendar and assist with processing donations.
- Assist with volunteer projects as needed.
- Other duties as assigned.

Requirements

- Good communication skills and familiarity with fundraising techniques
- Excellent organizational and project management skills
- Experience working in a professional office environment
- Intermediate Microsoft Word and Excel skills; knowledge of Google applications

- Ability to work well with a team and independently
- Own a vehicle, have a valid driver's license and 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. Please include "Campaign Executive" in the subject line of the email. No phone calls, will be accepted.

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