

United Way of Central Florida Job Description

Position Title: Highlands County Coordinator

Department: Resource Development	FLSA Classification: Exempt / Salary
Location: Highlands County	EEO Classification: Professional
Supervisor: VP of Initiative Funding	Status: Full Time

Summary: To guide and develop the campaign, communications, marketing, planning and allocation of funding for all United Way activities in Highlands County.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

Volunteer Advisory Board Relationship

- Receive guidance from the advisory board regarding campaign and community investment activities
- Facilitate the recruitment of new advisory council members and volunteers and their preparation for serving in a volunteer status
- Work with campaign volunteers to develop and implement campaign and community investment strategies
- Coordinate with the advisory board data analysis, campaign results and campaign strategies
- Provide advisory board recommendations regarding campaign structure, timeline, leadership giving and new initiatives
- Facilitate the Community Investment Team recruitment, training and goals
- Notify advisory board regarding staff/office issues and support needs

Campaign Planning, Coordination and Monitoring

- Facilitate the recruitment and orientation of volunteers
- Steward relationships with current accounts while growing and broadening the base
- Maintain campaign activities on approved timeline
- Manage the collection of account data to ensure accuracy
- Analyze data, campaign results and trends as a basis for developing strategies
- Develop plans for campaign structure, timeline, leadership giving and initiatives
- Remain current on campaign activities within accounts
- Identify problems, opportunities and develops appropriate response
- Create and deliver mission focused events

Marketing and Communications

- Work with United Way of Central Florida's Marketing Department to administer a year-round marketing and communications program supporting a specific campaign and corporate initiatives
- Carry out the functions, including account cultivation, media relationships as appropriate and workplace presence

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- Responsible for, but not limited to, Day of Caring, Annual Meeting and specific fund-raising efforts

Planning, Allocations, Evaluation

- Work with United Way of Central Florida Community Impact department to support activities
- Provide staff support to volunteer panels in concert with other area-wide United Ways
- Prepare evaluation reports and recommendations as necessary

General Coordination

- Recruit, train, involve and motivate volunteers
- Provide information, guidance and direction as requested and appropriate
- Schedule monthly volunteer advisory board meetings, coordinates agenda topics and records and disseminates meeting minutes
- Schedule and chair monthly United Way agency meetings
- Provide support to Community Investment Team (CIT)
- Follow all organization's policies, practices, and procedures
- Participate in proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge/skill
- Facilitate and deliver events focused on volunteer cultivation and recognition
- Perform other duties as assigned

Qualification/Requirements:

- Ability to read, analyze and interpret technical, financial and legal documents. Ability to respond to questions from groups of managers, clients, customers and the general public. Ability to respond to common inquiries or complaints from customers or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- Proficient personal computer skills including electronic mail, recordkeeping, routine database activity, word processing, spreadsheets and graphics
- Ability to handle multiple tasks simultaneously

Education/Training/Experience

Bachelor's degree (B.A.) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

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Physical Demands:

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs. Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Travel Demands: Must have reliable transportation and ability to travel to worksites and community based meetings and events

Disaster Response: Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.