



UNITED WAY OF ST. LUCIE COUNTY, INC

Job Description

Job Title: Campaign Support Associate (Part-time position)
Reports to: Vice President of Development & Marketing
Exempt/Non Exempt: Non-exempt/Hourly Pay
Part-time:

JOB SUMMARY

Responsible for inputting, reporting and maintaining accurate and up-to-date donor/campaign data while providing support to all areas of campaign/resource development

RESPONSIBLE FOR:

- Maintaining effectively campaign software and database reporting system and detailed and current knowledge of all donor data
- Keeping current on changes in the database management software
- Working with campaign staff to complete the UW Worldwide Data Base II report and other reports
- Ensuring that there is disciplined and correct use of campaign software in capturing and reporting data
- Providing training and support on software, when asked or needed
- Working with Director of Communications and Workplace Giving to coordinate and facilitate vendor orders, printing requests, campaign supplies and materials
- Printing and processing campaign solicitation mailings and thank you letters with direction from Director of Communications and Workplace Giving.
- Assisting the Director of Finance with database reports
- Assisting with other United Way programs and initiatives, when assigned
- Working to have a better understanding of the mission and activities of United Way, and its role in the community.
- Participating in special events and projects, when asked
- Perform other duties, as assigned.



UNITED WAY OF ST. LUCIE COUNTY, INC

QUALIFICATIONS/STANDARDS FOR MEASURING PERFORMANCE

- High degree of professional integrity to deal ethically with confidential information
- Ability to work cooperatively with other staff and volunteers
- Excellent verbal and written communication skills
- Detail oriented with excellent organizational skills
- Adaptable and flexible to organization's needs
- Exceptional interpersonal skills in communicating with other staff members, the community and constituents
- Self-motivated, having the ability to perform with minimal supervision
- Willingness to learn new skills
- Maintain professional appearance and demeanor at all times
- Ability to establish and achieve goals and objectives
- Ability to set priorities and manage deadlines
- Ability to adhere to set timeline

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associates Degree and/or two years of experience in a related field, preferred
- Previous non-profit experience, preferred
- Experience with Microsoft Office Programs (Word, Excel, Outlook)

PHYSICAL DEMANDS

- Must be able to sit at computer for long periods of time, lift at least 20 lbs, and use hands for purpose of typing, lifting, answering phones and taking messages.
- Set part-time schedule to be established in advance of hiring, with some flexibility.
- Must possess valid Florida Driver's License and current auto insurance.
- Subject to criminal background check.