



CAREER OPPORTUNITY:

Annual Campaign Fundraising Associates (Loaned Executive Program, Temporary)

Position Posted: July 19, 2024	Application Deadline: August 2, 2024
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Position Summary

United Way of Central Iowa is seeking individuals for our Loaned Executive Program for our 2024 Annual Campaign. These **temporary, full-time** positions report to a United Way of Central Iowa Corporate Engagement Manager and apply leadership, fundraising, and teamwork skills to assist local companies with planning and implementation of successful United Way Workplace Campaigns. This opportunity runs **August 19 through November 8**. These positions are made available through a sponsorship by our business partners, joining other professionals who are "loaned" from an organization during the 12-week period. The typical workdays are Monday-Friday during regular office hours. The compensation for the 12-week period, is \$9,600.00 (\$20.00/hr). Mileage is reimbursed at .67 per mile and up to \$60 per month in cell phone reimbursement. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

Training will be conducted the week of August 19, with additional sessions scheduled, as applicable. It is essential that Loaned Executives (LEs) commit to the entire 12-week assignment to ensure a successful campaign. LEs serve as United Way spokespersons, conveying the value of United Way to the community and resources provided in the areas of health and human services. Being a part of United Way of Central Iowa and the Loaned Executive team is a great opportunity to engage with our community partners and donors in the business and nonprofit sectors to improve lives of central Iowans!

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in Central Iowa and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness, and Striving for Excellence** are the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All."

Essential Accountabilities and Requirements (include but not limited to)

- Learn and understand United Way of Central Iowa's mission, vision, values, and community impact agenda.
- Develop, organize, and implement campaign strategies by working with Employee Campaign Chairs and senior leaders for assigned accounts (portfolio size of roughly 25-40 companies).
- Represent United Way at campaign events, including preparing and delivering presentations at employee meetings, special events, and donor receptions.
- Analyze past giving history of each assigned company and work with United Way staff to establish goals and record campaign results.
- Deliver campaign materials, collect company contributions, and submit accurate and timely pledge envelopes according to established pledge processing standards.
- Maintain and update accurate, comprehensive records using UWCI's internal constituent database, including data entry, campaign documentation, and donor acknowledgements.
- Close out and evaluate assigned campaigns, making recommendations for the Corporate Engagement team and the following year's Loaned Executive team.
- Attend scheduled meetings and campaign-related events (typically 8:00am-5:00pm, Monday-Friday).
- Collaborate with members of the Donor Engagement team and provide support as needed.
- Provide excellent customer service support.
- Access to own vehicle and a good driving record.
- Ability to pass a state of Iowa background check. A record is not necessarily a barrier to employment.

Competencies:

- **Relationship Skills:** Ability to establish and maintain good rapport and relationships with Employee Campaign Chairs, volunteers, and coworkers.
- **Communication skills – Verbal:** Ability to send tactful and appropriate verbal messages and listen to others' responses to convey information. Includes the ability to present information to both individuals and groups in a meaningful and engaging manner.
- **Communication skills – Written:** Ability to write concise and clear letters, reports, articles, and emails, including proofing and editing work.
- **Decision Making:** Ability to evaluate data and information and select an effective suitable course of action using sound judgment.
- **Project Management:** Ability to plan, organize, direct, and control tasks to meet specific goals.
- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
- **Tactful Demeanor:** Demonstrate a high level of ability to show consideration and avoid giving offense in dealing with others.

United Way is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or in need of an accommodation to apply for one of our jobs, please call 515-246-6516.