



## United Way of Greenville County Resource Development Coordinator

**Reports To:** VP of Workplace Relationship Team

**FLSA Status:** Non-Exempt

### WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Too many people do not share in the success we enjoy as a larger community—they have been left out or left behind. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's unique ability to take on challenges like affordable housing, education, job training, transportation and other complex community issues—all at the same time—is unmatched.

### WHAT WE DO

We mobilize individuals and convene partner agencies, corporations, and community leaders to make broad, systemic change like no other organization can.

United Way values the abilities and perspectives that make each person who they are: empowering our employees to reach higher, think differently, act innovatively, and work collaboratively. People who work here provide the energy, expertise, and creativity that is critical to creating the lasting change our community needs—and the opportunities to succeed that everyone deserves.

As a funder, partner and convener, United Way of Greenville County works with the entire community to build resources, focus investments, and foster partnerships that create lasting solutions to big community problems.

### Mission and Vision

#### Mission:

We mobilize people and resources to improve lives, strengthen the community and advance equity for the benefit of all.

#### Vision:

A Greenville County where all people have access to the opportunities to achieve their full potential.

### Position Description

We are seeking a responsible, detail-oriented, collaborative individual to assist the Workplace Relationship team with planning and implementing the workplace fundraising campaign, volunteer and donor engagement activities and donor/volunteer events. This person will work closely with our Workplace Relationship team members as well as members of the Advancement team and Marketing and Communication team.

### Major Responsibilities

This is not a contract. No information in this document will alter the At-Will Employment Relationship.

### **Workplace Campaign Support**

- In partnership with the Marketing and Communication team and Corporate Workplace Director, lead the efforts to create campaign packets for each company engaged in the Workplace campaign.
- Assist with planning and coordinating Campaign Coordinator training – including but not limited to securing a location, setting up and breaking down the room, ordering food and beverages, printing materials, managing the RSVP and registration process.
- In partnership with the Donor Data + Technology team, appropriately code all campaign volunteers in the Contact Management system (Stratus Live). Ensure volunteer information is accurate and updated as contact information changes.
- Maintain organization and accurate count of campaign supplies and supply closet.
- Assist in annual awards distribution. This includes but is not limited to mailing year bars and helping with the delivery of awards to respective companies.
- Provide support to the Corporate Workplace Director by coordinating the Campaign Cabinet meetings: manage RSVP's, secure a location, set up and break down the room, manage meeting materials and arrange for food and beverages as necessary.

### **Volunteer Engagement and Events Team Support**

- Support the success of Signature Volunteer Projects and Donor Engagement programming to include:
  - Project entry, project evaluations, reporting in volunteer database
  - Room Reservation, Agenda Assembly, Setup/Takedown
  - General errands and deliveries to project sites
  - Data Management of new and prospective donors
- Support activities including sending invitations and managing RSVPs for each event, accurately recording attendance in the Contact Management system, assisting with “day of” responsibilities such as ensuring all necessary materials are on-site (United Way of Greenville County marketing materials, branded items, items required for volunteer activities, etc.), managing the registration process and personally engaging with donors and volunteers to make them feel welcome and appreciated.
- In partnership with the Donor Data + Technology team and the Marketing + Communications team, prepare invitation lists and assist with the post-event survey process. Inputting information into the Contact Management system as necessary.

### **Donor Communication and General Administrative Support**

- In partnership with the Marketing + Communications team, assist with donor communications – including the fulfillment of donor thank-you mailings, corporate employee solicitation mailings and other communications with donors as prospects.
- Manage 30,000 Live United Card and Palmetto Society Booklet distribution and mailing.
- In a warm and engaging manner, provide customer service support to donors and volunteers who contact the Corporate Workplace team with questions regarding their workplace campaign, engagement activity or other inquiries related to United Way of Greenville County.
- Assist with updating donor information in the Contact Management system including updating stale addresses and contact information, updating giving levels and affinity group status.
- Work with Advancement, Data and Corporate Workplace teams on return mail process; finding correct mailing addresses, updating contact details, and keeping accurate records in CRM.
- Provide general administrative support to VP of Corporate Relationships, Campaign Director and Director of Volunteer Engagement to include calendar management, monthly reporting, and email monitoring as needed.
- Perform other duties as assigned.

### Skill Requirements

- High school diploma or equivalent. Associate’s Degree preferred.
- 2-3 years related professional experience.
- Problem solver; demonstrated ability to take initiative.
- Positive and enthusiastic attitude/demeanor, ability to work under pressure and meet deadlines.
- Outstanding project management skills; extremely organized.
- Must possess strong communication skills both orally and in writing.
- Must possess excellent customer service skills and follow through on assigned tasks .
- Strong analytical and organizational skills with high attention to detail.
- Ability to work independently and take ownership of completing assigned tasks.
- Proven relationship building skills with internal and external partners and people from various backgrounds and cultures.
- Demonstrated proficiency in MS Office (i.e., Word, Excel and PowerPoint).
- Experience with mail merge preferred.
- Flexibility to adjust schedule to work evenings and weekends as needed to assist with functions and events.
- Regular and sustained attendance.

<b>Mental &amp; Physical Demands- ADA Guidelines</b>				
<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

This is not a contract. No information in this document will alter the At-Will Employment Relationship.

13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Definitions</b>				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

## HOW TO APPLY

Submit your resume and cover letter to [talent@unitedwaygc.org](mailto:talent@unitedwaygc.org) with Resource Development Coordinator in the subject line.

*United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.*

*United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.*