



Kishwaukee United Way

## KISHWAUKEE UNITED WAY POSITION DESCRIPTION

### **JOB TITLE: Community Engagement Coordinator**

The Community Engagement Coordinator is responsible for relationship management of accounts and organizations for Kishwaukee United Way (KUW), with the support of the Executive Director, the Board of Directors and other volunteers. Primary duties include campaign coordination, outreach and account management for KUW campaign efforts, and prospecting and communicating with external stakeholders. The coordinator will assist with initiatives and organizational committees, and other project as assigned. The Coordinator is responsible for maintaining a positive community image for the organization and serving as the main contact for workplace campaign activities, businesses and individual donors. This person reports to the Executive Director, and averages 30 hours of work per week.

#### **EDUCATION & EXPERIENCE**

- Strong knowledge and experience in corporate and individual outreach, and relationship building.
- Bachelors degree from college or technical school required; or related experience and/or training; or equivalent combination of education, experience and/or demonstrated abilities.
- Excellent oral and written communication skills.
- Good phone etiquette and excellent organizational skills.
- Ability to work well with staff and volunteers.
- General knowledge of the community and health and human service organizations and businesses, and/or the role of United Way.
- Working knowledge of office skills, keyboarding and computer applications such as Windows XP or higher, Microsoft Word, Excel, Outlook and QuickBooks.

#### **DUTIES AND RESPONSIBILITIES**

1. Assist the Executive Director in the cultivation of and communication with campaign accounts and individual donors. Duties include preparation for and coordination of corporate accounts outreach, business outreach and account management for the KUW Campaign. Duties are likely to include campaign speaking engagements, presentations, meeting coordination, prospect management and special event support.
2. Maintain and grow relationships with KUW's Global Corporate Leadership (GCL) companies, as well as maintaining and growing relationships with local businesses, clubs and organizations, foundations and other potential stakeholders.
3. Maintain contact information in Constant Contact platform and in applicable databases in order to foster organized record keeping for donor outreach, engagement and recognition.
4. Assess ongoing community events and marketing opportunities to maximize KUW's role in local events toward building relationships and strengthening our brand and donor base.
5. Assist Executive Director in the preparation and distribution of news releases, correspondence, promotional materials, general mailings, social media, campaign materials and perform related duties as assigned.
6. Maintain a professional, positive image of KUW to the public at all times, promoting positive relationships between the office and its stakeholders.
7. Maintain confidentiality and act with integrity and high ethical standards.
8. Manage several tasks concurrently and produce professional results.

*Kishwaukee United Way is an Equal Opportunity Employer.*