



**Community Impact Coordinator
Jackson County United Way**

**Jackson County
United Way**

September 28, 2023

Position Summary:

The Community Coordinator is a full-time, grant-funded position. Reporting to the Executive Director, this individual will serve as a member of the team by assisting in program work, annual campaign and marketing efforts.

Organizational Summary:

Jackson County United Way works to fix complex social problems. We assess needs, secure resources and strategically invest those resources to create measurable, lasting change in the areas of health, education and financial stability. JCUW's workplace is fast-paced, friendly, adaptive, and grounded in our core values: compassion, approachable, trustworthy, innovative, results orientated, engaging, and dynamic. We offer competitive compensation including a benefits package, paid time off and flexible schedules. People with diverse backgrounds are encouraged to apply.

Essential Duties & Responsibilities:

Fundraising / Development

- Assist with annual special events including campaign kick-offs and campaign celebrations
- Serve as a spokesperson for the organization via conversations with donors, workplace meetings, presentations, etc.
- Utilize donor software and similar applications
- Assist with the development of strategically-guided plans to sustain and increase revenue through workplace and corporate giving, individual contributions, leadership gifts, planned gifts and special events
- Copy and assemble materials needed for meetings and mailings

Program & Volunteer Engagement

- Assist with research, development of all aspects of relationship/contact manager for key volunteers.
- Assist with the recruiting and coordination of volunteers for JCUW programs.
- Prepare reports, correspondence, memos and emails as necessary.
- Assist with the development of goals, timelines and schedules for all program work.
- Assist with Day of Caring and Rock-N-Ready committees.
- Assist with program planning of VITA (Free Tax Program).

Marketing, Social Media & Communication

- Play a key role in developing marketing messages and campaign materials for effectively communicating call to action through print materials, website, media relations, social networking and other emerging technologies.
- Assist with marketing efforts for all program work and community announcements.
- Knowledgeable of social media outlets.

** May be required to perform other duties as assigned **

Required Knowledge, Skills & Abilities:

- HS Diploma or Equivalent required.
- Bachelor Degree in appropriate fields such as business, social work, human services, or community development, preferred.
- Bi-lingual preferred.
- Minimum of two-years in a direct service position with progressively increasing responsibilities, preferred.
- Proven, demonstrated track record for success in delivering program results.
- Understanding and application of best practices for program development and implementation.
- Experience supervising and supporting volunteers.
- Ability to complete multiple tasks, be flexible, establish priorities, meet deadlines, and adapt to a changing work environment.
- Must have high level of interpersonal skills to handle sensitive situations and maintain strict confidentiality.
- Sound judgement, discretion and commitment to maintaining donor confidentiality.
- Proficiency with a variety of computer software & applications including the Microsoft Office Suite products.
- Position requires demonstrated poise, tact, professionalism, and diplomacy.
- Ability to lift boxes, equipment, or other materials up to 30 pounds.
- Ability to work outside of regular (8 AM-5 PM) hours and on weekends is necessary and required.
- Must possess valid driver's license, auto insurance, and reliable transportation to travel throughout Jackson County.

Work Conditions:

- This position occupies a general office in a business environment. Exposure to weather elements is unlikely. Incumbents spend approximately 60% sitting, 20% standing, and 20% walking in the course of performing their job responsibilities.
- This position will need to be able to move materials weighing more than 15 pounds without assistance and over 30 pounds with the assistance of a cart.
- The employee is required to regularly travel to offsite locations to set-up presentations, physical displays and electronic forms.
- This position will use the following office equipment in the course of performing their duties: computer, printer, scanner and copier.

Cross Function Team Work:

- Demonstrated ability to work collaboratively in a cross-functional team. Team work is required in this role.

Conclusion:

- The duties and responsibilities listed above are intended to describe the general content of and requirements for the performance of this position. It is not constructed as an exhaustive list of duties, responsibilities and requirements. Management of Jackson County United Way reserves the right to amend and change responsibilities to meet organizational needs.

Compensation:

\$35k - \$40k depending on experience;
Health Insurance & Retirement Plans Available
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