

# JOB DESCRIPTION

**POSITION TITLE:** Resource Development Associate

**ORGANIZATION:** United Way of Central Illinois, Inc.

**REPORTS TO:** Director of Resource Development

Date Approved: \_\_\_\_\_ By: \_\_\_\_\_

## Scope and Function of Position

Perform administrative and clerical support functions for the Resource Development Department, including maintenance of all campaign and campaign related information, inventory and data entry; also perform clerical and data entry support as requested by other directors.

## Position Responsibilities:

### 1. Administrative support to Director of Resource Development

- a. Coordinate and process all supplies and materials for campaign and development trainings and meetings, including, but not limited to, Loaned Executive Training, Employee Coordinator Training, Speakers Orientation, Campaign Cabinet and Funds Development Meetings.
- b. Coordinate and process all awards with respect to campaign and resource development.
- c. Coordinate all correspondence to Funds Development committee, campaign cabinet, loaned executives, employee coordinators and speakers.
- d. Coordinate and process all campaign supply requests.
- e. Coordinate speaking engagements for the campaign.
- f. Update and maintain ANDAR with respect to updates on donor information, NCL Company profiles, and any campaign or development related notes or communications. Responsible for maintaining and developing campaign and resource development data mines.
- g. Coordinate and process all solicitation letters for campaign and development efforts, specifically, but not limited to, Community Leaders Guild, Professional, Special Gifts, Corporate, Kick-off and Lapsed Donors.

- h. Coordinate and process all thank you letters for campaign and development efforts, specifically, but not limited to, Community Leader's Guild and Community Builders.
- i. Coordinate the purchase and track the inventory of all campaign and development materials within the office.
- j. Attend campaign events/functions and assist with set-up, registration and presentation as needed.
- k. Type correspondence, minutes, agendas and other written materials as needed.
- l. Responsible for pre-registrations, reservations, etc. for various campaign events.
- m. Update, prepare and distribute campaign reports as needed

**2. Administrative Support to President/CPO, Director of Communications, Director of Community Impact, and Director of Finance**

- a. Provide administrative support to Director of Communications in organizing and implementing Campaign Kick-off, Night of Thanks Reception and other United Way events.
- b. Assist in the development of campaign communications materials
- c. At request of President/CPO or another Director, assist with any projects that require the efforts of more than the assigned Administrative Associate
- d. Serve as secondary point of contact regarding United Way office matters (i.e. phone calls, maintenance of office supplies, greeting visitors, client referrals and handling general office matters)
- e. Attend and assist at United Way functions (i.e., Annual Meeting and Day of Action)
- f. Provide administrative support in tracking, organizing, and delivering investor communications in accordance with United Way's segmented marketing strategies.

**3. Employment Requirements and Qualifications**

- a. Associate or Bachelor degree preferred; 3-5 years of related experience

required.

- b. Extensive knowledge of Microsoft Office applications, specifically Word, Excel and PowerPoint. Ability to type numerical and statistical data, charts, graphs, and reports and to establish format for the same.
- c. Ability to establish and maintain working relationships with staff, agencies, volunteers, and the public.
- d. Strong organizational skills with ability to prioritize and multi-task.
- e. Ability to maintain confidentiality of all matters relating to campaign and United Way in general.

#### **4. Essential Physical Requests**

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. Must be able to perform tasks which involves the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

11/11/2016