

United Way of Harrisonburg and Rockingham County

Program Support Coordinator JOB DESCRIPTION

ABOUT UNITED WAY OF HARRISONBURG AND ROCKINGHAM COUNTY

- Our Mission Uniting our community to empower people in need.
- Our Vision Improved lives through strategically convening community partners to create measurable social change.
- Our Strategy Meet the greatest needs of the most vulnerable persons by
- Assessing needs
 - Setting priorities
 - Bringing together resources
 - Measuring results

QUALIFICATIONS:

- Strong analytical and multi-tasking skills
- Organization and time management skills
- Interest in the work of United Way and human service issues in the community
- Experience successfully managing multiple projects at the same time
- A love for details
- Desire to work collaboratively on a small team
- Comfort working with partners from multiple sectors – nonprofit, business, higher education, local government
- Interest in behind-the-scenes work of a nonprofit organization
- Strong customer service skills

Reports to: Director of Business Engagement

Salary Range: \$30,000 - \$35,000

ESSENTIAL FUNCTIONS/DUTIES:

FUNDRAISING & CAMPAIGN

1. Support director of business engagement with all fundraising campaign logistics, including keeping up with individual workplace campaign schedules, tracking progress, ordering related supplies, preparing and delivering paper materials and scheduling workplace presentations for staff and volunteers
2. Assist in database input for tracking fundraising information in Andar (donor database). Understand and execute basic functions of reporting in Andar to produce reports for staff and board committees.
3. Track workplace campaign information that is accessible from United Way Worldwide
4. Support coordination of logistics for organizational events including, but not limited to, leadership donor appreciation events (Skyline Society and Wampler Society), and annual community leader recognition gala (U*Nite).
5. Maintain records of gifts-in-kind
6. Support direct mail projects, including pulling reports from donor database, preparing items to be mailed, coordinating with the mail house and setting up mail merges.

COMMUNITY IMPACT

1. Support coordination of logistics for community impact events including annual school supply drive (Stuff the Bus), summer literacy events (Summer Reading Parties), book distribution to preschool students (3 times per year), and annual community-wide service day (Day of Caring).
2. Coordinate logistics for volunteer project requests in conjunction with coordinator of community impact, including but not limited to:
 - Elkton Area United Services Thanksgiving Food Drive
 - Chamber Leadership Program - tour and presentations
 - Bridgewater College Women's Basketball Team toy drive distribution
 - United Way Night at the Turks (baseball) game
 - JMU Football Game – community day
3. Manage use of Get Connected (community volunteer portal) by communicating with users (local nonprofit organizations and community members) and managing content for United Way-specific events.
4. Provide administrative support for Build United, an initiative of United Way that coordinates home improvement projects for low-income homeowners. Tasks will include, but are not limited to:
 - Process incoming Build United applications and manage initial communication with applicants
 - Assign clients to construction volunteers using predetermined construction territories
 - Manage client files and documentation of progress on clients' homes
 - Coordinate all mailings related to Build United

MARKETING

1. Manage content of website and make updates as directed by other staff
2. Fill in social media responsibilities when assigned interns are unavailable

ESSENTIAL CHARACTERISTICS:

- Extremely detail oriented with an ability to manage logistics effectively and efficiently for multiple projects
- Willing to take risks
- Demonstrates a high level of professionalism
- Takes initiative
- “All hands on deck” attitude toward work in a small office environment
- Demonstrates a commitment to and passion for a collaborative approach to change
- Ability to work smartly and improve efficiencies
- Demonstrates a high level of integrity in all aspects of work and relationships
- Demonstrates a commitment to learning and professional growth with an ability to incorporate feedback into work and performance

JOB REQUIREMENTS:

- Status: Full-time; Nonexempt
- Must be available for evening and weekend hours as required to support events
- Must have valid driver’s license and reliable transportation to and from work and required events
- Must be able to lift boxes weighing up to 30 pounds
- Must be able to communicate effectively in English

APPLICATION INSTRUCTIONS:

Email cover letter, resume, and the names of 3 professional references to Laura.ToniHolsinger@uwhr.org by Friday February 22, 2019.

Please note that if you are seeing this on Indeed.com, you will still need to email materials directly to the email address listed above. DO NOT apply via the Indeed “Apply Now” button as those applications have the potential to get lost or sent to a spam folder.