



Job Description

Position Title: **Campaign Executive**

Reports To: Workplace Development and Community Impact Manager

About Us:

United Way of Whatcom County advances the common good by creating opportunities for a better life for all. Our mission is to serve Whatcom County to Unite community resources around a common cause that measurably improving lives. We recruit people and organizations who bring the passion, expertise, and resources needed to get things done. We have worked for over 50 years to improve community conditions in Whatcom County. Through a variety of efforts including an annual workplace fundraising campaign, fund distribution activities, community assessments, and cross-sector collaborations, United Way of Whatcom County encourages others to give, advocate, volunteer and LIVE UNITED.

General Position Summary:

To work both individually and as part of a team to run United Way's annual fundraising campaign. Campaign Executives (CE's) work with a variety of United Way stakeholders, including donors, beneficiaries and volunteers, to raise funds for our Community Impact Fund.

This is a temporary position. Term of position is approximately from mid-August to mid-November (12 weeks). Only part-time positions are available.

Benefits of the Position:

- ✓ Excellent opportunity to improve communication, public speaking, leadership, time management and teamwork skills
- ✓ Extensive opportunities for networking with local business leaders
- ✓ Comprehensive training provided in the areas of communications, account management, promotion, and fundraising
- ✓ Great way to serve the community while making new business contacts

Major Responsibilities:

- Participate enthusiastically in all parts of Campaign Executive Training
- Speak publicly about United Way's work in the community and offer opportunities for people to give, advocate, and volunteer
- Present information and messaging to a wide variety of individuals and groups throughout Whatcom County
- Analyze past giving history of each company account, work with staff to gain current status on accounts, and develop a campaign strategy

- Work with CEO's and company contacts to develop and implement custom campaign plans for all accounts
- Recognize and overcome campaign obstacles
- Collect data to ensure accurate account information
- Provide outstanding customer service in support of all company campaign efforts
- Arrange for presentations at employee rallies and other related campaign activities
- Present the "Case for Giving to United Way" at campaign rallies
- Participate in all campaign meetings, events, and celebrations
- Confirm and/or solicit corporate contributions for all accounts
- Assist other campaign executives and volunteers as part of the campaign team
- Work with employee campaign coordinators to close and report campaign results for their respective companies as soon as their campaigns are finished
- Submit all contributions and reports to United Way office in a timely manner
- Respect donor confidentiality at all times
- Send thank you letters to CEO's, company campaign coordinators, and campaign volunteers, as appropriate
- Maintain a positive, enthusiastic, and winning attitude

Employment Standards:

Minimum Requirements

- Experience with public speaking and presentations
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Familiarity with data collection and entry
- Valid Driver's License and accessibility to an automobile
- Ability to carry packages weighing 25 pounds