



UNITED WAY OF EAST CENTRAL IOWA

Job Description Form

JOB TITLE/DEPT: Resource Development Project Assistant	
REPORTS TO: Vice President of Resource Development	
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Regular <input type="checkbox"/> Specially funded <input type="checkbox"/> Temporary	Hours: 40/week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Direct Reports: 0	Other Skills <ul style="list-style-type: none"> • Microsoft Office: Excel, Word, PowerPoint, Survey tools • Oral and written communication skills • Ability to edit for spelling, punctuation, and grammar • Comfortable interacting with high profile members of the community and public speaking • Attention to detail
CORE VALUES AND BEHAVIORS	
Values <ul style="list-style-type: none"> • Relationships: We work with people and demonstrate we genuinely value their interests, concerns, hopes, and dreams for themselves and the community. • Excellence: Our standards are high, and exceptional quality is our expectation. • Learning: We grow and improve by continuously sharing and building upon our knowledge. • Service: We put the needs of our community and its people first. • Leadership: We guide and inspire our community to unite around effective solutions to social issues. • Collaboration: We strive to partner with others and work together using the unique strengths of our community to build greater impact. • Innovation: We do not rely on the status quo and continuously look for improved ways to reach our community goals. • Integrity: We are accountable and will do what is right, openly and honestly. • Diversity & Inclusion: We see and nurture diversity and inclusion in order to be reflective of the community we serve. We create a culture that values all people, perspectives and strengths, which contributes to a vital, creative, and resilient community. 	Professional Core Competencies <ul style="list-style-type: none"> • Mission-Focused: Priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation. • Relationship-Oriented: An understanding that people come before process and can cultivate and manage relationships toward a common goal. • Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement. • Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact. • Brand-Steward: An understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.
PRIMARY PURPOSE	
<p>Performs high-level data and administrative work tied to UWECE fundraising and donor outreach, with a focus on customer relationship management (CRM). Provide administrative support to staff members supporting UWECE's leadership societies and support UWECE campaign volunteer committees. Participate as part of a data management team, ensuring accurate and current data maintained in donor database (Andar). Use Andar database system for information, reporting, and donor follow up. This position requires minimum supervision and interacts with staff, loaned executives, volunteers, and agencies. Must be detail oriented and committed to quality assurance. Operates with a high degree of independent judgment.</p>	

ESSENTIAL JOB FUNCTIONS

Data and Accountability Support	<ul style="list-style-type: none"> Maintain accuracy of data used by Resource Development such as primary contacts and volunteers, leadership society donors, corporate partners, and lapsed donors. Work to develop procedures to maintain current donor data and assist in keeping data current and accurate in support of organizational efforts to reduce “donor churn.” Maintain and run various campaign reports. Create and analyze year-end performance statistics. Monitor and assist in maintaining contact reports.
Resource Development Support	<ul style="list-style-type: none"> Serve as administrative support for staff assigned to lead Tocqueville, Sinclair, Quarton, Women’s Leadership Initiative, Labor Leadership, and Young Leaders giving societies. Tasks include scheduling meetings, sending meeting reminders, and taking minutes. Support and implement stewardship efforts for donors, both campaign donors and contributors to designated special initiatives. Serve as administrative lead for all Resource Development direct mail projects. Support and implement efforts to solicit and grow campaign support from retirees. Provide administrative support for VP of Resource Development and other key staff as indicated in the Primary Purpose section of this job description. Assist with maintenance of campaign records. Support the loaned executives in their work on company campaigns including requests for agency speakers and other administrative tasks.
Other Job Duties	<ul style="list-style-type: none"> Training coordination for team and partners. Provide receptionist coverage for breaks and lunch on a rotated basis as needed. Provide support for special events. Actively participate in United Way events and activities as requested and appropriate.

REQUIRED QUALIFICATIONS

Education: High School Diploma/GED Associate Degree (2-year program) Bachelor’s Degree Master’s Degree	<table border="0"> <tr> <td style="text-align: center;">Required</td> <td style="text-align: center;">Preferred</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Required	Preferred	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Experience: <input type="checkbox"/> No previous experience <input checked="" type="checkbox"/> 1–3 years <input type="checkbox"/> 3–5 years <input type="checkbox"/> 5–7 years <input type="checkbox"/> 7+ years
Required	Preferred											
<input checked="" type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input checked="" type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
Preferred field(s) of study: N/A												

JOB SKILLS & ATTRIBUTES

- Analysis:** Approaches decision making and problem solving by systematically gathering information. Readily distinguishes between a problem’s symptoms and its causes, focusing energy on the treatment of causes. Relates and compares information from various sources to deduce cause–effect relationships.
- Innovation and Creativity:** Remains open to new ways of doing business. Critically examines rules to see if they have outgrown their usefulness. Flexibility, adaptability, and openness to change. Commitment to continuous learning.
- Effective Communication:** Prepare clear, complete, and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- Team Builder:** Works to promote cooperation throughout organization and assists with creating a positive work environment.
- Cultural Competency:** Ability to understand, communicate, and effectively interact with people across cultures.
- Relationship Management:** Works to engage constituents to generate significant relationships with them and improve their experience with our brand. Generates and grows relationships to drive positive impact for the community on issues identified as priorities.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

ACCOUNTABILITY & DECISION MAKING

Make decisions within the procedures and guidelines of the Resource Development department and United Way. Understand the priorities of the area and implement projects accordingly.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.