

LIVE UNITED



United Way & Volunteer Services of Greater Yankton Job Description

Mission Statement: To change lives and improve our community by mobilizing people and resources to drive strategic impact in Education, Financial Stability and Health.

Position Title: Administrative & Resource Development Coordinator

Reports To: United Way & Volunteer Services of Greater Yankton (UWVS) Executive Director

Summary of Position:

Enhances UWVS's ability to provide community impact by providing quality administrative support to the Executive Director, United Way staff and Board of Directors. Requires high level of integrity, passion for volunteerism, philanthropy and helping people in need; excellent verbal and written communication skills and knowledge of local non-profit human services. Understands and is committed to carrying out the mission, administrative and fundraising support, and may serve as a UWVS representative for community functions.

Essential Duties & Responsibilities:

General Administrative

- Provides daily administrative support including answering phone, mail distribution, cleaning and filing
- Prepares monthly Nonprofit Center billings
- Maintains UWVS Staff Calendars
- Assists with Nonprofit Center maintenance inquiries and communication with tenants
- Assists in meeting and special event preparation and materials
- Assists with community initiatives, and/or UWVS Community Impact programs & databases
- Performs related duties as required but not articulated

Resource Development

- Maintains accurate and current campaign databases
- Prepares and sends thank you notes, donation receipts and pledge reminders
- Prepares monthly/quarterly Community Campaign billings
- Assists with monthly A/R reports
- Coordinates and executes bulk mailings
- Assists in development of positive community relations among UWVS donors, volunteers, human service providers, business leaders and the community
- Assists Executive Director and UWVS Board of Directors in campaign plan implementation & timeline

Qualifications:

Education

Associates or Bachelor's Degree preferred

Skills

The successful candidate will have knowledge of project management, as well as a commitment to the mission of UWVS. Candidates must also possess proven track record in office management, event planning, and an ability to communicate effectively.

Additionally, candidates should possess the following

- Quality customer service, time management and team skills
- Planning and organizational skills with short and long term plans
- Building and motivating effective teams of diverse people
- Ability to work with a diverse pool of volunteers, service partners and cultural and professional styles
- Energetic, optimistic, and customer-centered personality
- Able to work in a fast paced office setting
- Ability to work with others in a caring, honest, responsible and respectful way
- Ability to keep highly sensitive personal and financial information in confidence
- Outstanding organizational skills and multi-tasking ability
- Strong oral communication skills
- Proficient in Microsoft Office and email systems

Physical Demands/Work Environment

- Visual, speaking and hearing acuity necessary
- Finger dexterity necessary to operate office equipment
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- Must be able to stand, sit, speak, and listen for a substantial amount of time
- Some travel required utilizing personal vehicle or public transportation to fulfill job requirements
- Clean and comfortable work environment provided

Acknowledgement:

I have received a copy of this position description. I understand, I may be asked to perform responsibilities and duties not listed in the description and management may change the description at any time, according to United Way & Volunteer Services of Greater Yankton's needs.

Signature

Date