

KISHWAUKEE UNITED WAY POSITION DESCRIPTION

JOB TITLE: Executive Administrative and Outreach Assistant

The Executive Administrative and Outreach Assistant is responsible for relationship management of accounts and organizations for Kishwaukee United Way (KUW), with the support of the Executive Director, the Board of Directors, and other volunteers. Primary duties include account management (including customer relationship management software) for KUW campaign efforts, and prospecting and communicating with external stakeholders. This person reports to the Executive Director and works 40 hours per week.

EDUCATION & EXPERIENCE

- Strong knowledge and experience in corporate and individual outreach and relationship building.
- General knowledge of the community and health and human service organizations and businesses, and/or the role of United Way would be helpful (or preferred) High School Diploma or GED equivalent, or technical school required. Some College or related experience and/or training; or equivalent combination of education, experience, and/or demonstrated abilities.
- Efficient working knowledge of Office Skills and computer applications such as Zoom, Windows, Microsoft Word, Excel, and Outlook.
- Excellent oral and written communication skills.
- Excellent organizational skills and ability to work well with staff and volunteers.

DUTIES AND RESPONSIBILITIES

1. Assist the Executive Director in the cultivation and organization of campaign accounts and individual donors. Duties include preparation for and coordination of corporate account outreach, business outreach, and donor management for the KUW Campaign. Duties are likely to include campaign speaking engagements, presentations, meeting coordination, prospect management, and special event support.
2. Maintain and grow relationships with KUW's Global Corporate Leadership (GCL) companies, as well as local businesses, clubs and organizations, foundations, and other potential stakeholders.
3. Maintain contact information in the Constant Contact platform and in applicable databases to foster organized recordkeeping for donor outreach, engagement, and recognition.
4. Track donations and donor relations in customer relationship management (CRM) software.
5. Assess ongoing community events and marketing opportunities to maximize KUW's role in local events to foster relationships and strengthen our brand and donor base.
6. Assist the Executive Director in the preparation and distribution of news releases, correspondence, promotional materials, mailings, social media, and campaign materials.
7. Always maintain a professional image of KUW to the public, promoting positive relationships between the office and its stakeholders.
8. Maintain confidentiality and act with integrity and high ethical standards.
9. Other duties as assigned.

BENEFITS

- Salary commensurate with experience (\$30K – \$35K a year)
- Hybrid Schedule (3 Office Days / 2 Remote) This could vary occasionally depending upon attendance and/or assistance needed at events, campaign engagements, community meetings, etc.
- Simple IRA matching plan (after 90-days)
- Paid time off (starting at 25 days a year) and paid holidays (10 recognized)
- Health insurance benefits are not offered by the organization.

Kishwaukee United Way is an Equal Opportunity Employer.