

## **Campaign Associate**

United Way of Greater Baytown Area & Chambers County  
5309 Decker Drive  
Baytown, TX 77520  
281-424-5831  
ofcoperations@unitedwaygbacc.org

Join the movement to have the greatest possible impact on our community, and on the issues that matter most. Through United Way, people unite their hopes and strengths with others to accomplish more than any of us can alone.

**Description:** Temporary position: 16-week commitment, August 4, 2014-November 21, 2014

### **Position Overview:**

The Campaign Associate functions as a member of the resource development staff of United Way of Greater Baytown Area & Chambers County. With a team of United Way staff and volunteers, the Campaign Associate conducts, manages and monitors assigned corporate and individual solicitations as well as employee campaigns so that maximum results are achieved.

### **Key Responsibility Areas:**

1. Coordinate processes within assigned corporate accounts, including: creating campaign timelines, ordering and delivering campaign materials, creating reports, tracking results, collecting donor detail, and other administrative duties. Inform United Way staff of progress, challenges, and opportunities throughout the campaign.
2. Using skills learned during professional training, develop and execute specific strategies for maximizing performance in each assigned account, with a primary focus on increasing donor gifts, retaining previous donors, and recruiting and engaging new donors.
3. Create forms, letters, surveys and assist with the creation of any materials needed for both efforts. The month of November should be used to wrap up outstanding details.

**Hiring Range: \$11-\$13/hour** (relocation expenses not paid)

**Education Requirements:** Bachelor's Degree preferred; comparable experience considered.

**Experience Required:** Strong customer service skills. Professional fund-raising or sales experience preferred. Excellent written and oral communication skills. Bilingual helpful. Understanding of the importance of administrative tasks and willingness to complete those tasks. Demonstrated ability to manage and prioritize multiple tasks simultaneously. Proficiency in a Microsoft Office environment preferred. Attendance at training sessions. Applicants must have daily access to personal transportation. Commitment to excellence and to the mission of United Way.

**Application deadline:** Friday, June 27, 2014. AA/EEO

**To Send a Statement of Interest:** A resume and cover letter required. Send electronically to ofcoperations@unitedwaygbacc.org. Or, send via US mail to attn: Campaign Associate, United Way of Greater Baytown Area & Chambers County, P.O. Box 425, Baytown TX 77522-0425.