

# UNITED WAY OF GREATER CHATTANOOGA

## Job Description



**POSITION TITLE:** DEVELOPMENT COORDINATOR (Temporary)

**FLSA STATUS:** Temporary – Part time

**Department:** Corporate Engagement

**Reports to:** Director of Development Operations

**POSITION PURPOSE:** This position is responsible for campaign administration and related clerical duties. Specific duties include, but are not limited to:

### **KEY RESPONSIBILITY AREA – DEVELOPMENT SUPPORT**

- Enter accurately and in a timely manner the face of report campaign envelopes into Andar
- Enter corporate partner employee pledge information into Andar
- Assist Relationship Managers and Directors in coordinating ePledge campaigns with Upic
- Assist Relationship Managers and Directors in planning and executing Community Champions event(s)
- Assist Relationship Managers in preparing customer-specific campaign materials
- Coordinate and track the inventory of campaign materials
- Coordinate the distribution of corporate and leadership annual pledge letters
- Coordinate tracking of campaigns in Andar
- Coordinate scheduling of agency speakers during campaign season
- Assist in coordinating Campaign Cabinet meetings

### **KEY RESPONSIBILITY AREA – ADMINISTRATIVE SUPPORT**

- Assist with administration of Loaned Executive recruitment and training
- Assist in coordinating and preparing UWW DB2 reports
- Assist in coordinating the annual Combined Federal Campaign application process
- Assist with written correspondence and mailings, including the Customer Appreciation strategy
- Maintain accurate and orderly physical and electronic files
- Participate in coverage of the front desk on breaks and lunch hours

### **MINIMAL JOB REQUIREMENTS**

**Education:** High school diploma, Bachelor's Degree preferred

**Experience:**

- Knowledge of Microsoft Windows operating environment

- Proficiency in MS Office 365 including Word, Excel, and PowerPoint
- Demonstrated ability to manage complex tasks or projects
- Proven communication skills, including writing
- Mature, self-starter, motivated, and highly ethical
- Demonstrated commitment and attention to detail and accuracy
- Experience with financial system data entry and reporting preferred
- Accounting and Non-Profit environment experience a plus
- Working knowledge of accounting software a plus

Please submit your cover letter along with your resume to Tammy McCallie, Director HR at [tammymccallie@uwchatt.org](mailto:tammymccallie@uwchatt.org). The deadline for submitting is June 21, 2019.