

UNITED WAY OF GREATER CHATTANOOGA

Job Description



United Way
of Greater Chattanooga

POSITION TITLE: Generosity Associate
FLSA STATUS: Full Time/Non-Exempt
DEPARTMENT: Corporate Engagement
REPORTS TO: Corporate Engagement Relationship Manager

Purpose of Position:

To assist United Way in achieving its campaign goal, and act as a liaison between UW and assigned company partners (accounts) working with UW staff. The Generosity Associate helps Relationship Managers with the direct solicitation of employees, special events, agency relations within the company, and assists in completing details of the workplace campaign.

Major Areas of Responsibility:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Attends training in August 2021.
- Working with the Relationship Manager, analyzes the campaign history of each assigned account.
- Develops strategies of how to maximize giving within each assigned account.
- Meets with company campaign coordinators of assigned accounts to plan the total campaign effort for all employees.
- Assists company campaign coordinators with preparations for account's campaign, including employee meetings, agency speakers, agency tours, publicity and other contributions.

Competencies

- Problem solving & analysis.
- Customer focus
- Customer facing and presenting to groups.
- Results-driven
- Flexibility

CORE COMPETENCIES REQUIRED

Core Competencies for ALL UNITED WAY STAFF:

- **Mission-Focused:** Catalyze others' commitment to mission and to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) 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:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May require work from home and workable solutions in a home environment.

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 position.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. 50% Virtual/Work-From-Home may be possible on occasion. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:30 p.m.

Required Education and Experience

High school diploma or GED.

Two plus years previous experience in Sales/Management a plus.

Preferred Education and Experience

- Associates degree

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

If you are interested in applying for this position, please send cover letter and resume to tammymccallie@uwchatt.org.

United Way of Greater Chattanooga is committed to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWGC encourages people of diverse backgrounds and experiences to apply for this position.

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