

**United Way of Greater Chattanooga is searching for a Generosity Associate. This position will report to a Relationship Manager. This is a full-time, non-exempt, temporary assignment from August 2022 through October 2022.**

**Purpose of Position:**

To assist UWGC in achieving its campaign goal, and act as a liaison between UWGC and assigned company partners (accounts) working with UWGC 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 2022.
- 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**

- **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.

**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 your cover letter and resume to [tammymccallie@uwchatt.org](mailto:tammymccallie@uwchatt.org) by Friday, June 10, 2022.