

Job Description

Campaign Scheduler

DEPARTMENT: Resource Development
REPORTS TO: Manager, Annual Giving
FLSA STATUS: Non-Exempt
EMPLOYMENT STATUS: Full-time (Seasonal)
WORK SCHEDULE: Monday-Friday, 8:30 a.m. to 5:00 p.m., with occasional weekend events and company meetings that could be as early as 5am or as late as 12am

Overview:

The Campaign Scheduler will work closely with the internal United Way of the Mid-South (UWMS) staff and Campaign Representatives to provide organizational and administrative support during the busy campaign season. The Campaign Scheduler will demonstrate leadership, project management, fundraising, and teamwork skills to support UWMS's commitment to excellent customer service with local organizations, businesses, and individuals.

CORE COMPETENCIES:

Mission-Focused

- Recognize the organization's top priority is to create real social change that improves lives and changes community conditions
- Connect to the mission to drive performance and motivation

Leadership

- Understand and motivate individuals and organizations
- Actively listen to and facilitate diverse input and contribution

Project Management

- Management of multiple events and assign resources daily
- Setup and management of the project management system

Teamwork

- Effectively communicate
- Value diversity and inclusion
- Treat others with respect and dignity
- Ability to work with all levels of UWMS team members and executives

RESPONSIBILITIES:

- Work closely with Resource Development (RD) Team to create and proactively maintain a calendar of all workplace campaigns and events
- Help manage the assignment and scheduling of Campaign Representatives to accounts and events
- Print collateral and assemble information packets as requested by RD Staff
- Provide organizational and administrative support, including answering and returning phone calls, scheduling speakers, deliveries, and agency tours
- Maintain accurate and up-to-date records
- Assist with other tasks and attend other events as requested

SKILLS:

- Have a positive attitude and a customer service mindset
- Have reliable transportation and be willing to travel around our 8-county region
- Communicate effectively via phone, email, and face-to-face
- Be highly organized and able to maintain a high-volume workload, organizing overlapping events
- Execute work with a high attention to detail and a commitment to accuracy
- Be flexible with scheduling and tasks assigned
- Handle confidential material in a professional manner
- Work well independently and as part of a team
- Be computer savvy with advanced knowledge of Microsoft Office, gmail, Google Calendar, Google Docs and project management tools

QUALIFICATIONS

- Valid driver's license and a valid insurance policy on the vehicle which meets the requirements for the state of Tennessee
- Reliable Transportation.
- Associate's Degree or equivalent preferred
- Prior fundraising experience preferred

TO APPLY:

Please submit cover letter and resume to the attention of Annette Knox by June 30, 2017.

