



United Way of Salt Lake

Position: MARKETING AND DEVELOPMENT ADMINISTRATIVE ASSISTANT
Department: Marketing and Resource Development
Reports to: Chief Marketing and Engagement Officer
Date Prepared: February 2019

THE ORGANIZATION

United Way of Salt Lake's (UWSL) mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive; our core values are: Relationships, Results, Innovation, and Continuous Improvement. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. We offer competitive compensation including a comprehensive benefit package, generous paid time off, and flexible schedules. People with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.

POSITION

This role works under the direction of the Chief Marketing and Engagement Officer (CMEO), and supports the VP of Donor Engagement and Development (VPDED) and the Major Gifts Officer (MGO). As a key member of the department leadership team, this role works to manage department schedules, processes and projects, track revenue metrics, and plan strategic meetings. This role works directly with CMEO to implement department strategic plans, and manage and support key external and internal development committees. The ideal candidate must be proactive and comfortable working independently, under pressure with composure and professionalism, and handle a wide variety of activities and confidential matters with discretion.

ESSENTIAL FUNCTIONS

1. Schedule key commitments for CMEO, and VPDED. Schedule and coordinate internal and external team member, departmental, and stakeholder meetings
2. Attend and prepare agendas, materials, record minutes, and action commitments for internal meetings
3. Schedule and manage key quarterly donor committee meetings, including agendas, materials, minutes, action commitments, attendance, and other logistics
4. Champion department culture—plan all birthdays, team retreats, and recognition activities
5. Work with CMEO to manage department strategic planning process and department dashboard
6. Participate as key member of cross-departmental major gifts and grants teams
7. Assist in forecasting and tracking in Salesforce. Prepare data reports for the development team and help coordinate revenue presentations
8. Manage donor recognition; ensure timely and appropriate follow-up communication and engagement; coordinate all communications including individual donor thank you letters
9. Work with marketing team and project manage all RD marketing and design requests
10. Utilize research tools to identify donor prospects and help prepare solicitations, requests, letters of intent, and presentations
11. Collaborate with VPDED and MGO to schedule and plan major donor site visits or other engagement activities
12. Other duties as assigned

REQUIRED COMPETENCIES

- Proactive, forward-thinking, and self motivated.
- Takes on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.
- Plans and prioritizes work to meet commitments aligned with organizational goals.
- Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Building strong client/coworker relationships and deliver client/coworker centric solutions.
- Holds self and others accountable to meet commitments.
- Gains the confidence and trust of others through honesty, integrity, and authenticity.

QUALIFICATIONS

- 2 years administrative experience, with proven, increased responsibility
- 2 years project management experience
- Proficient in Microsoft and Google suites, especially Excel
- Experience with CRM software systems, preferably Salesforce

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, and exchange accurate information interpersonally or through communication devices. Must be able to learn new systems and procedures, prepare and analyze data and figures; constantly operate a computer and other standard office machinery. The position requires occasional movement throughout the office to access files, papers, or move supplies weighing up to 25lbs. Must be able to remain in a stationary position 75% of the time.

BENEFITS

This is an exempt, full-time position with complete benefits. Salary to commensurate with experience.

APPLY

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact jobs@uw.org if you have any questions regarding employment opportunities.