



**Job Title:** Sandoval County Coordinator

**Department:** Impact Team

**Reports to:** Director of Community Outreach and Partnerships

**Status:** Level II, Hourly, Non-exempt, Benefits eligible

**ORGANIZATION**

Headquartered in Albuquerque, United Way of Central New Mexico (UWCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance and Valencia. Our mission is connecting people to opportunities and services to equitably improve lives and strengthen communities.

UWCNM brings together donors, businesses, nonprofits, government and others to create better solutions to our community’s challenges. Our programs and donor dollars ensure that individuals and families in central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

**PURPOSE**

UWCNM must understand all five counties’ challenges, needs and opportunities. County Coordinators build relationships which inform our understanding of community needs. County Coordinators build collaborative projects that improve family stability and educational success, support community investments through grant making and increase fund-raising opportunities.

**ESSENTIAL FUNCTIONS**

County Coordinators are part of the Impact Team and develop relationships and projects with local community members related to the Impact initiatives of educational success and family stability. They also partner with the Corporate Relations Team to build relationships that lead to fund raising opportunities for UWCNM. In all activities, Coordinators represent UWCNM in their assigned counties. The Sandoval County Coordinator will also support tribal nations within all five counties UWCNM serves.

**Project Development and Nonprofit Agency Relations**

- Collaborate with area agencies to identify key needs of residents and gaps in services
- Prioritize options for collaborative projects and work with the Impact Team and community members to plan, develop, build and manage the projects
- Bring together service providers to explore options for expanding services
- Investigate and develop rural, collaborative grant opportunities from foundations and government

**Community Relationship Building**

- Provide information about assigned county through the Impact Team to the Board
- Build relationships and bring resources offered by UWCNM to Sandoval County as well as Indigenous communities
- Introduce UWCNM leadership to local community leaders to establish and build relationships
- Participate in local community and UWCNM special events
- Host informational or fund-raising events to connect community members with UWCNM

## **Donor Relations**

- Attend the UWCNM's Campaign Coordinator training (late August)
- Work with the Corporate Relations officer assigned to the county to engage with local companies, donors and community members about giving to UWCNM, including for local collaborative UWCNM projects
- Make connections for the Campaign Coordinator to call on CEOs or Employee Campaign Managers (ECMs) to establish support for company campaigns and to ask for corporate and/or personal gifts
- Assist ECMs to set campaign goals and to develop and implement campaign plans
- Deliver campaign materials to community partners
- Assist in compiling data and resources for grant writing and reporting
- Assist in sourcing grant opportunities and sponsorships
- Collaborate with UWCNM team to manage grant deliverables

UWCNM has a strong commitment to Diversity, Equity and Inclusion and is seeking a Rural County Coordinator who will contribute to this organizational initiative and uphold the following values:

- We value the visible and invisible qualities that make you who you are
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education and financial stability of every person in every community
- We believe that each United Way community member, donor, volunteer, advocate and employee must have equal access to solving community problems
- We strive to include diversity, equity, and inclusion practices at the center of our daily work

We commit to using these practices for our business and our communities.

## **MINIMUM REQUIREMENTS:**

- High School Diploma
- Live in and/or have an established history in Sandoval County
- At least three years' experience with government, nonprofit organization(s), education institutions and/or businesses in that local county area
- Excellent written communication and public speaking skills
- Flexibility, independence, critical thinking, commitment to working in teams and an understanding of internal and external customers required
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) products
- Able to work evenings and weekends and attend UWCNM and community events
- Must possess a valid driver's license with appropriate auto insurance and have daily access to a dependable motor vehicle due to extensive amount of driving required

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree

## **SALARY RANGE:**

- Hourly Rate of \$22.00 - \$23.35, 35 hours per week FTE

**BENEFITS:** Full-time employees are eligible for health, dental, life and long-term disability insurance, a retirement plan, flexible spending account and voluntary insurance programs. We offer a tuition

reimbursement plan, volunteer time off, and generous leave time. Part-time employees may be eligible for some of these benefits.

**EQUIPMENT USED:**

- Standard PC Office Equipment
- Telephone, computer, copy machine, printer, scanner, fax machine and related equipment
- Microsoft Office
- Internet Explorer
- Outlook

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS/DEXTERITY:** Standard office environment, position is primarily an office setting, requiring long periods of sitting at a desk and computer to accomplish duties and to stand for limited periods of time.

- Regular attendance is required in this position.
- Must be able to operate a personal computer at an acceptable rate of speed
- Must be able to view computer monitors
- Must possess a valid New Mexico driver's license
- May be required to lift and/or move up to 20 pounds unassisted and occasionally lift and/or move up to 40 pounds with assistance
- Must be able to perform the essential functions of the job with reasonable accommodation

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

**NOTICE:** This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

UWCNM supports the Americans with Disabilities Act (ADA). Please tell us if you need accommodation to perform the job's essential functions.

United Way of Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We welcome applicants with disabilities and applicants from underrepresented racial and ethnic groups.

Interested applicants, or if you have additional questions, should supply a resume and cover letter to [applicant@uwcnm.org](mailto:applicant@uwcnm.org) by Wednesday, January 18, 2023.

This job description is meant only to be a guideline and may be modified at any time. UWCNM is an At-will Employer. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

