



United Way of North  
Central New Mexico

## United Way of North Central New Mexico (UWNCNM)

### Santa Fe County Corporate Relations Officer

#### Job Description

Revised: March 2023

**Job Title:** Santa Fe County Corporate Relations Officer

**Department:** Corporate Relations

**Reports to:** Director of Santa Fe County and Chief  
Corporate Relations Officer

**Classification:** Level II

**Location:** Santa Fe, NM

**Exempt:** Non-exempt, Part-time

#### **ORGANIZATION:**

Headquartered in Albuquerque, United Way of North Central New Mexico (UWNCNM) 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.

UWNCNM 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.

UWNCNM has a strong commitment to Diversity, Equity and Inclusion and is seeking a Santa Fe County Corporate Relations Officer who will contribute to this cross-functional 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.

#### **PURPOSE:**

Responsible for planning, organizing, and implementing workplace giving campaigns to expand awareness of the vital work of United Way of North Central New Mexico (UWNCNM), and to increase donor participation and dollars raised to meet annual fundraising goals and year-round engagement. Supports the mission, values, goals, and impact agenda of UWNCNM which strives to be "best in class."

#### **ESSENTIAL FUNCTIONS:**

##### **Fundraising**

- Manages and develops existing workplace accounts and identifies and cultivates prospective accounts.



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- Builds and maintains positive and productive working relationships with CEOs, Employee Campaign Managers (ECMs), donors, prospects, and volunteers, including those serving on Campaign cabinet.
- Develops and implements specific fundraising strategies within each assigned account to include Leadership Giving, workplace employee giving campaigns, and community engagement.
- Delivers motivational presentations to workplace campaigns/employee groups and supports their company fundraising events.
- Works with the Director of the Santa Fe Area, Chief Corporate Relations Officer, Corporate Relations and other UWNCNM teams, to identify and create a pipeline of donors with growth potential.
- Assists with the development of annual fundraising plans and marketing plans/materials.
- Maintains updated and accurate electronic account data for all assigned accounts.
- Collects company/employee data and pledge documentation from assigned accounts and works with Pledge Processing Team Lead to ensure accurate, confidential, and timely processing of donor information.
- Works with IT Team to understand and use electronic reporting tools/data regarding assigned accounts.

#### **Volunteer Recruitment and Development**

- Identifies and assists with recruiting and training of volunteers, including Cabinet, Division and Section Chairs, and ECMs.
- Works closely with UWNCNM's Community Engagement Manager to identify volunteer opportunities on behalf of workplace accounts and to build year-round engagement.
- Ensures appropriate recognition of volunteers and donors.
- Provides exceptional customer service and problem resolution in a timely manner.

#### **Other Duties:**

- Participates in the planning and execution of UWNCNM special events.
- Manages and/or supports other projects as related to the Corporate Relations Team and campaign efforts.
- Supports community issue involvement and development year-round, as assigned.
- Identifies and writes grant proposals for corporate support.
- Other duties as assigned.

#### **Core Competencies:**

#### **Accountability/Results Orientation**



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Is accountable for the achievement of assigned work projects. Collaborates with others to establish work project parameters, desired results/outcomes, and resource requirements. Keeps team leader(s) informed on work progress and changes in work direction. Takes ownership of work and outcomes achieved, selecting the best work approach. Behaves ethically and honestly in all activities done on behalf of UWNCNM and the movement. Demonstrates a commitment to UWNCNM's values, including diversity and inclusiveness.

#### **Decision-Making/Risk-Taking**

Evaluates available information and recommends a course of action. Contributes own assessment of risks and implications of decisions in team decision-making efforts. Uses judgment appropriately in decision-making. Knows when to shift decision-making upwards.

#### **Teamwork Collaboration**

Contributes to the achievement of team objectives by helping others to complete tasks on own initiative. Shares information/ideas with other team members. Carries out assigned work projects. Identifies ways to make a greater contribution to the team. Able to adapt quickly to changing conditions or performance expectations. Able to focus on assignments during periods of change and/or uncertainty.

#### **Relationship Management**

Utilizes rapport to build trust and collaboration with others. Identifies and shares mutual benefits/needs in working together. Is ethical in dealing with others to achieve the desired results. Interacts and communicates with diverse stakeholders effectively. Fosters and maintains working relationships across the United Way system.

#### **Communications**

Expresses work issues and problems in a clear and concise manner. Communicates effectively with others up, down and across the organization to achieve expected organization results. Gives and receives constructive feedback. Seeks direct input on team effectiveness and environment. Enjoys networking with community partners to create genuine partnerships and promotes and participates in collaborative efforts within the community.

#### **Innovation/Creativity**

Evaluates UWNCNM work processes, products, and systems. Promotes ways to continuously improve them. Encourages and guides others to consider alternatives to current work approaches and methods. Has an understanding of entrepreneurial processes and mindset.

#### **MINIMUM REQUIREMENTS [EDUCATION & EXPERIENCE]:**

Bachelor's Degree and at least two years of fundraising/sales experience; or minimum of five years of fundraising/sales experience or equivalent in the nonprofit sector.

#### **ADDITIONAL REQUIREMENTS [SKILLS & ABILITIES]:**



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- Experience working in a fast-paced and collaborative team environment, managing multiple priorities and projects, and meeting deadlines and exceeding expectations.
- Exceptional interpersonal and communication skills, both written and verbal, and the ability to create and deliver compelling presentations.
- Ability to facilitate groups, work with volunteers, and build and maintain relationships with diverse constituents.
- Proficiency with technology and MS Office including Word, Outlook, Excel and PowerPoint
- Willing to work flexible schedule, including some early mornings, evenings and weekends, to attend UWNCNM and community/corporate events.
- Must possess a valid driver's license with appropriate auto insurance and have daily access to a reliable motor vehicle to attend offsite events, meetings, and other work activities. Extensive amount of driving is required (mileage is reimbursed).

**SALARY RANGE:** \$27.00 - \$28.85 per hour (part-time, 20 hours per week)

#### **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 equipment, telephone, fax machine, copy machine, printer, and related equipment.
- Microsoft Office Suite, World wide web, Outlook

#### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS/DEXTERITY:**

- Position is primarily remote requiring long periods of sitting at a desk and computer to accomplish duties and to stand for limited periods of time. The position is subject to change up to 100% in office work.
- 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.
- May be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Must have access to reliable internet when working from home.
- The position demands significant community presence, including many night activities, luncheons, and breakfast meetings.
- Use of your personal vehicle to attend offsite events, meetings, and other work activities.



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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Must be able to perform the essential functions of the job with reasonable accommodation.

UWNCNM supports the Americans with Disabilities Act (ADA). Please tell us if you need accommodation to perform the job's essential functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

United Way of North 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.

**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.

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

#### **HOW TO APPLY:**

Interested applicants, or if you have additional questions, must supply a resume **and** cover letter to [applicant@uwncnm.org](mailto:applicant@uwncnm.org) by Tuesday, March 21, 2023.