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.

In addition, UWNCNM has a strong commitment to Diversity, Equity and Inclusion and upholds 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.

Every fall the United Way of North Central New Mexico (UWNCNM) temporarily expands its fundraising staff with several “Campaign Coordinators.” Campaign Coordinators will have the opportunity to be an integral part of UWNCNM’s corporate outreach and workplace giving campaigns, which support its local impact agenda and facilitate the funding of other nonprofits. These seasonal temps will hone their skills in relationship building, account management and planning, public speaking, and collaborative work. No fundraising experience is required as long as you are comfortable public speaking, open to learning, organized, and flexible.

Location: This opportunity is based out of UWNCNM offices at 2340 Alamo Ave. SE (near Gibson & Yale). We are a hybrid workplace, working in office Tuesdays and Thursdays with remote work from home Mondays, Wednesdays and Fridays. All training will take place in-person the first week. UWNCNM serves a five-county area (Bernalillo, Sandoval, Torrance, Santa Fe and Valencia) and mileage is reimbursed.

Responsibilities:
- Be a knowledgeable and positive representative of UWNCNM in the community
• 33% of this job is account management and engagement with community members to explain the vital work of UWNCNM
• 33% is helping to plan and support workplace giving campaigns, including presentations and events, to seek employee donations, typically through payroll deduction
• 33% is preparing campaign materials, pledge form processing, and data entry
• Serve as the primary support for organizational accounts that raise up to $20,000
  o Contact appropriate representatives to secure company commitment and participation
  o Help companies develop and implement campaign plans and events
  o Make presentations to employee groups, virtually and in person (where allowed)
  o Tabulate and report final campaign results as they conclude
  o Keep accurate and thorough records of interactions with corporate contacts
• Assist the Corporate Relations team with larger workplace campaigns that raise $20,000 or more
• Support and participate in UWNCNM special events, as requested
• Other duties as assigned

Qualifications and Requirements:
• Strong written and verbal communication skills; comfort with public speaking is a must
• Ability to work in a collaborative and team setting, but also to manage independent projects and relationships with minimal supervision
• Proficiency with standard office equipment and software, including MS Office, Excel, SharePoint and virtual meeting platforms
• Ability to quickly learn UWNCNM’s fundraising database system
• Organized and detail-oriented, with excellent time management and interpersonal skills
• A strong interest in supporting UWNCNM’s impact agenda and local nonprofit organizations
• Ability to work virtually with personal cell phone, computer and reliable internet connectivity
• Appropriate business attire and access to a reliable vehicle for travel to corporate sites
• Must be able to perform the essential functions of the job with reasonable accommodation.

Time Frame: August 29th through early-to-mid-December, with the possibility of early-January (usually off during week of Thanksgiving)

Time Commitment: 35 hours/week. Flexibility is needed as some workplace campaign activities are conducted outside of regular business hours, including early mornings and some evenings.

Compensation: $18 per hour paid weekly, plus mileage reimbursement, paid and staffed through Excel Staffing

Training: All Campaign Coordinators will attend UWNCNM and workplace campaign orientation (Full Day: Aug. 29 – Sept. 2) in addition to receiving on-the-job training and coaching.
**United Way of North Central New Mexico (UWNCNM)**

**Seasonal/Temporary Campaign Coordinator Job Description**

Revised: June 2023

---

**How to Apply:** Email cover letter and resume to applicant@uwncnm.org with the subject line “UWNCNM Campaign Coordinator Application.” For best consideration, please submit by **Friday, July 28, 2023**.

**Interviews:** Initial screening will be conducted via short phone interviews, starting in early August. Finalists selected for interviews will also be asked to deliver a 3-5 minute presentation on a nonprofit of personal interest to demonstrate their public speaking ability. All interviews and selection of candidates will be made by **Wednesday, August 19, 2023**.

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.