

Organization

Headquartered in Albuquerque, United Way of North Central New Mexico (UWNCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Tarrant 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 north 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 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 summer or fall the United Way of North Central New Mexico (UWNCNM) **temporarily** expands its fundraising staff with one or more Campaign Coordinators (Campco). 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: Must be a New Mexico resident and able to commute to the UWNCNM office building on designated in office workdays to attend a variety of meetings and events at UWNCNM and in the community.

This opportunity is based out of UWNCNM offices at 2340 Alamo Ave. SE (near Gibson & Yale). We are a hybrid workplace, working in the office Tuesdays and Thursdays with

remote work from home 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). Due to business needs, you may occasionally be required to work in the office on days other than specified. Additionally, the hybrid work schedule is subject to change to 100% in office work at any time.

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% would be 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
 - Contact appropriate representatives to secure company commitment and participation
 - Help companies develop and implement campaign plans and events
 - Make presentations to employee groups, virtually and in person (where allowed)
 - Tabulate and report final campaign results as they conclude
 - Keep accurate and thorough records of interactions with corporate contacts
- Assist the Investor Relations team with larger workplace campaigns that raise \$20,000 or more
- Support and participate in UWNCNM special events, as requested
- Performs and completes other duties and special projects as assigned and needed

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
- Must be able to operate a personal computer at an acceptable rate of speed and view computer monitors.
- Ability to work virtually using personal cell phone and must have access to reliable internet connectivity when working from home.
- Must be able to work occasional early mornings, evenings and weekends including but not limited to attending a variety of meetings

and events.

- Proficiency with standard office equipment and software, including MS Office Suite, Excel, SharePoint and virtual meeting platforms
- Proficient in internet navigation and online research using modern web browsers to gather, verify, and utilize information effectively for job-related tasks.
- Ability to quickly learn UWNCNM's fundraising database system.
- Organized and detail-oriented, with excellent time management and interpersonal skills.
- Demonstrate a comprehensive understanding and practical experience with AI, including data analysis, AI driven decision making, and the application of AI tools to enhance operational efficiency and innovation.
- A strong interest in supporting UWNCNM's impact agenda and local nonprofit organizations.
- Must wear appropriate business attire.
- Must have daily access to a dependable motor vehicle with insurance to be physically present for in-office workdays, to travel to corporate sites, and to attend offsite events, meetings, and other work activities.
- Must be able to meet deadlines and have the flexibility to adapt schedules to meet evolving business needs as necessary.
- Must be able to perform the essential functions of the job with reasonable accommodation.

EQUIPMENT USED:

- PC and standard office equipment including but not limited to telephone, computer, copy machine, printer, scanner, fax machine and related equipment
- Microsoft Office Suite, Outlook, Videoconferencing platforms (Zoom, Microsoft Teams, etc.), Internet and web browsers for research and information gathering

Time Frame: September 16, 2025 through December 23, 2025, with the possibility to continue beginning early January through March

Time Commitment: 32 hours/week. Flexibility is needed as some workplace campaign activities are conducted outside of regular business hours, including early mornings and some evenings. Occasionally weekend events will occur although rare.

Compensation: \$18 per hour, plus mileage reimbursement, paid and staffed through a staffing company.

Training: All Campaign Coordinators will attend UWNCNM and workplace campaign orientation (Full Day: TBD) in addition to receiving on-the-job training and coaching.

Interviews: Initial screening will be conducted via short phone interviews. 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.

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.

This job description in no way states or implies that these are the only duties to be performed by the individual 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” relationship.

How to Apply: Submit a cover letter and resume to applicant@uwncnm.org with the subject line “UWNCNM Campaign Coordinator Application” by **July 27, 2025**.



United Way of North Central New Mexico (UWNCNM)
Seasonal/Temporary Campaign Coordinator Job
Description
Revised: June 2025