

# United Way of Southwest Minnesota

**Job Title: FUNDRAISING & PROJECTS ASSOCIATE**

**Status:**

This is an hourly, casual position that requires flexibility in scheduling (600 – 800 hours per year). Starting pay range is \$15 - \$17 per hour depending on experience.

**Who we are:**

United Way of Southwest Minnesota (hereafter UWSWMN) is an autonomous, local nonprofit organization working to create lasting changes in people’s lives. Our mission is to unite people and resources to improve lives and strengthen communities in southwest Minnesota. We invest in programs focusing on the health, education, financial stability, hunger, and safety & well-being of people living in our service area. Our service area includes Lincoln, Lyon, Murray, Yellow Medicine and portions of Cottonwood, Lac qui Parle, Nobles and Redwood counties of southwest Minnesota.

**Job Summary:**

The **Fundraising & Projects Associate** is enthusiastic about inspiring donor generosity to improve the lives of local people with a goal of meeting or exceeding the UWSWMN revenue goals. You will develop relationships as the foundation to cultivating new donors and new revenue streams. The ideal candidate is an engaging public speaker with a passion that entices people to want to learn more. You are energized by the excitement of working hand-in-hand with a variety of stakeholders on a fast-paced campaign but also detail-oriented and organized in order to effectively complete the behind-the-scenes work necessary for campaign success.

**Position Responsibilities:**

- Partner with UWSWMN staff and board to understand our mission and present clear information to the community (donors, volunteers, media, etc.).
- Integrate marketing and communication strategies throughout our service area.
- Assist in the development and execution of campaign fundraising goals, objectives and strategies.
- Identify, research, cultivate, solicit and create relationships with current and prospective donors.
- Recruit, develop and manage workplace campaigns as assigned.
- Assist with preparation and implementation of special events and projects as needed. Lead events or projects as assigned.

## Qualifications:

- **Mission focused and results driven.** Dedicated to improving the lives of all local people. You don't shy away from challenges as you work toward positive results.
- **An innovator.** Evaluate and propose changes. You possess the ability to re-imagine existing processes, projects and events in order to move them to the next level.
- **A committed team player.** Meet deadlines, keep your word and provide consistent quality work. You value cultivating and maintaining positive relationships with your peers and those around you.
- **A confident storyteller.** Relay complex information in a compelling manner to a variety of audiences. You understand the value in sharing information openly, honestly and generously.
- **A strong communicator.** Communicate effectively, both written and oral, with a variety of individuals. You are comfortable speaking one-on-one or to a large crowd.
- **A strong problem-solver.** Assess internal and external conditions that affect your work. You have an ability to learn quickly and thrive on identifying creative solutions in a dynamic environment.
- **Open-minded and flexible.** Easily adapt to changing needs and willing to do what needs to be done. You aren't afraid to learn and ask questions and are comfortable integrating the use of new technologies.
- **Detail oriented and organized.** Strong organizational skills to maintain consistency in all activities related to your role. You are able to work independently on a variety of tasks as assigned.

## Preferred Skills and Education:

- Associate's or bachelor's degree or 1-3 years' experience in communication, sales or marketing.
- Experience and proficiency working with Microsoft Word, Publisher, Excel and Outlook.
- Experience in fundraising, as well as working or volunteering with a nonprofit organization.
- Experience in project management.

## Special note about this position:

This position reports directly to the UWSWMN President & CEO. This position is based in Marshall, MN and will require occasional travel within our service area. Work hours will vary seasonally. Occasional evening/weekend duty may be associated with this position, mainly related to fundraising events.