

# **United Way of Mifflin-Juniata**

## **Job Description**

**TITLE:** Community Impact Coordinator (Salaried/Exempt)

**REPORTS TO:** Executive Director

**PURPOSE OF POSITION:**

- Assist with all fundraising activities including special events
- Assist with distribution and use of community investment funds
- Assist with coordination of workplace and individual giving

**KEY RESPONSIBILITY AREAS:**

Fundraising/Community Impact/Communications

- Assist with conducting the annual campaign to meet or exceed the campaign goal in concert with the Board and Executive Director
- Cultivate community support for the campaign by initializing and maintaining contacts with individuals, businesses, and organizations
- Manage annual direct mail and online giving campaign.
- Identify community economic or social conditions that may directly or indirectly affect campaign success
- Organize all special events in concert with the Executive Director
- Market the organization's services to its customers in an effective manner
- Update and maintain the United Way website as needed
- Develop the quarterly newsletter in concert with the Executive Director.
- Perform all other duties as assigned

Community Investment:

- Work with the Executive Director to develop and carry out a plan for the distribution of available funds for support of community programs
- Monitor and improve the process by which recipient agencies measure outcomes and continually search for better and more effective ways to assure the efficient and effective delivery of quality services to people in need
- Ensure volunteer involvement
- Keep abreast of current and new developments in Mifflin and Juniata Counties

Organizational Relationships:

- Report to the Executive Director
- Maintain communication, and work in a cooperative manner with the United Way staff, Board, corporate, and individual givers

**EDUCATION REQUIREMENTS:**

- Associate Degree in Business and/or Communications
- Bachelor's degree in a related field preferred

**QUALIFICATIONS & SKILLS:**

- Must be a team player, able to motivate others, and work well with many types of people to achieve organizational goals
- Experience working with public
- Maintain a professional appearance and attitude
- Excellent interpersonal, oral, and written communications skills are essential
- Strong project management skills
- Social media and website maintenance knowledge preferred.
- Must exercise discretion and manage a variety of tasks
- Excellent organizational skills and the ability to prioritize tasks and work independently

**If interested, please email your resume with cover letter & references to:**  
**[chartzler@mjunitedway.org](mailto:chartzler@mjunitedway.org)**