

Community Engagement Coordinator

Do you love to build relationships, be creative, and help find innovative solutions to challenges? Are you a creative self-starter ready to use your strengths to help our nonprofit grow and evolve with the needs of our community?

United Way of Southwestern Indiana empowers individuals and families with resources to support upward mobility through our four Pathways to Potential: Empowering Employment, Mental Health, Thriving Next Gen and Social Stability & Growth.

*We seek a forward-thinking **Community Engagement Coordinator** who will utilize their talent to support growth and innovation in our marketing, development, and volunteer initiatives.*

Summary: The Coordinator is responsible for building relationships with, and providing meaningful engagement for, United Way volunteers, Board of Directors, donors, and the community. This will be accomplished through a variety of methods, including digital communications and social media. The Coordinator will also support the logistics associated with implementing United Way's fundraising campaigns and year-round engagement opportunities. The Coordinator must be adept in communicating effectively, managing projects and volunteers, and utilizing a variety of technology platforms.

Reports to: Marketing & Communications Director

Status: Full-time, primarily M-F day shift

Key Responsibilities

Marketing & Communications

- Assist in development, design, and execution of engaging social media communications in accordance with UWW brand standards and initiatives
- Assist in content development for campaign materials, website, videos, and other communications
- Assist in the development and implementation of email campaigns
- Provide engagement metrics and reports to key leadership

Development Support

- Coordinate and manage the onboarding of donor accounts and workplace campaigns
- Provide essential campaign reports and data to key leadership
- Coordinate and execute annual mailings and donor acknowledgements
- Coordinate selected workplace campaigns and update donor records as requested

Relationship Management

- Engage, and provide support to, company volunteers, employee campaign chairpersons, Board of Directors, and UWSWI committees
- Assist Campaign Cabinet and Committees, including scheduling, providing reports, and responding to requests for information
- Communicate effectively with staff and volunteers throughout the organization to facilitate project implementation
- Provide exceptional relationship management; identify potential challenges and offer solutions

Event Coordination

- Plan, coordinate, and implement the annual Day of Caring volunteer event
- Assist with the development and planning of current and potential donor events
- Provide thorough project management of assigned UWSWI events, coordinating details among staff, volunteers, and vendors, including persistent follow-up

Operations

- Provide administrative support to the CEO, Board of Directors, and UWSWI committees
- Assist the Leadership Team with the coordination of projects, new initiatives, and office management
- Other duties as assigned

Qualifications & Requirements

- Bachelor's Degree in Business, Marketing, or related field; a combination of college coursework and experience will be considered
- Two or more years of experience in marketing, communications, or development. Design experience is a plus
- At least one year of experience in relationship management, working with donors and/or volunteers
- Ability to quickly learn a variety of software platforms (CRMs). Donor database experience preferred
- Proven experience managing projects independently and exercising sound judgement with limited supervision
- Advanced proficiency with MS Excel, PowerPoint, and Word
- Demonstrated ability to communicate effectively with a variety of audiences
- Exceptional attention to detail
- Valid Indiana driver's license or proof of ability to travel to/from work and events