



United Way
of Champaign County

RESOURCE DEVELOPMENT ASSOCIATE

Description

United Way of Champaign County (UWCC) is looking for a qualified Resource Development Associate to join our Resource Development team. Our department works closely with our marketing team to produce materials and content that highlight our local partnerships and impact, sharing the message across multiple segments of our donor base. This individual will also work across departments on project and event management and overall communication efforts.

This role is a 10-month appointment, 10-12 hours weekly, late-August 2022 through late May 2023, with potential for long-term employment.

Responsibilities:

- Work with team of fundraising professionals to monitor ongoing fundraising campaigns and projects to stay on task
- Assist with planning and execution of special events
- Provide post-event support such as attendee follow-up and data entry
- Assist in the creation and distribution of email campaigns to specific donor and campaign segments
- Seek out articles related to UWCC or national partners related to our local impact
- Provide support to social media efforts
- Monitor social media for trending topics to utilize on social media channels

Requirements

- Driven and hard-working
- Excellent verbal and written communication skills
- Exceptional knowledge of social media use and trends
- Ability to take direction and multi-task
- Canva or other design software and Constant Contact experience a plus

Pay is \$18-20/hour. No benefits are included.

To apply, please email resume and cover letter to liveunited@unitedwaychampaign.org by noon, Friday, August 19th, 2022.