

UNITED WAY OF CENTRAL NEW MEXICO
JOB DESCRIPTION

Job Title: **Corporate Relations Team Administrator**

Department: **Corporate Relations Team**

Exempt: **No**

Reports to: **Chief Corporate Relations Officer (CCRO)**

Salary Classification: **Level II**

ORGANIZATION:

Headquartered in Albuquerque, United Way of Central New Mexico (UWCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia. Its mission is to bring people and resources together to measurably improve lives and strengthen our communities.

UWCNM 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 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.

UWCNM has a strong commitment to Diversity, Equity and Inclusion and is seeking a Corporate Relations Team Administrator who will contribute to this cross-functional organizational initiative and uphold 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 strive to 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.

PURPOSE:

Manage and document processes of Corporate Relations Team (fundraising department) administrative functions. Provide administrative support to entire department and work with Administrative Assistant to Affinity Groups to ensure all tasks and projects are completed well and in a timely fashion. Manage certain projects such as direct mail and acknowledgement letters with the support and guidance of the Chief Corporate Relations Officer (CCRO) and Director of Corporate Relations (DCO).

ESSENTIAL FUNCTIONS:

Manage and Document Administrative Projects

- Responsible for acknowledgement letters (excluding AdT letters), Corporate Cornerstone and corporate thank you letters and other mailings as requested. Ensure process documentation is written, reviewed with team and updated as needed.
- Manage production, mailing and processing of all direct mail campaigns. Ensure process documentation is written, reviewed with team and updated as needed.
- Work with Director of Corporate Relations to manage Out-of-Town Headquarter accounts, with communication regarding the campaign and by enveloping and entering results in the database.

Manage Corporate Relations Team's Administrative Functions

- Send invitations via email, track RSVPs and set up room and catering as needed for Campaign Cabinet, Cornerstone Council and other meetings as requested.
- Record and distribute minutes for Campaign Cabinet and other meetings as requested.
- Support Corporate Relations Team with correspondence and organization, including maintaining rosters and coding in Enterprise database for Campaign Cabinet and Companies and Campaign Coordinators.
- Set up CEO calls through coordinating Corporate Relations Team, volunteer and CEO schedules for top companies.
- Assist in hiring process, onboarding and training of seasonal Campaign Coordinators.
- Process donor pledge/gift acknowledgement letters and annual tax receipt letters.
- Provide support for Employee Campaign Manager and Campaign Coordinator recruitment and trainings and Employee Campaign Manager Council meetings.
- Create and maintain online giving platforms including, but not limited to, raffles, auctions, and special campaigns.

Ensure all Administrative Tasks and Projects are Complete

- Assist Corporate Relations Team by providing administrative support such as word processing, coordinating mailings, managing filing systems, inventory of campaign and other supplies, assisting with and coordinating meetings and special events, scheduling meetings and appointments.
- Assist Corporate Relations Team by working with IT and Management to review account distribution for team.
- Work with Corporate Relations officers to ensure appropriate data entry and management in Enterprise database for workplace campaigns and campaign volunteers.
- Provide updated campaign history reports to the Corporate Relations Officers as needed. As well as running up-to-date campaign status reports.
- Review and edit the UWCNM website to ensure accurate information regarding workplace campaigns and related volunteers.
- Submit campaign envelopes as needed to support workplace campaign team.
- As key contact for Finance, ensure Corporate Relations officers are checking for, retrieving and enveloping deposits in Finance department.
- Act as liaison with Marketing Team to ensure campaign collateral projects are kept on track and programmatic changes are accounted for in revisions.
- Maintain up-to-date and accurate Corporate Relations Team Processes & Procedures Manual.

Additional Responsibilities

- Provide administrative support to the President & CEO in the absence of his Administrative Assistant.
- Provide phone coverage for front desk as assigned.
- Assist in hiring, onboarding and orientation of new staff.
- Assist other departments and administrative assistants on projects and events when needed, including ordering office supplies and campaign promotional supplies.

CORE COMPETENCIES:

- Provide the highest level of customer service to volunteers, donors and staff.
- Strong written and oral communication skills, including concise, professional writing.
- Requires high level of organizational and interpersonal skills. Must be able to work both independently and within a team. Must be highly organized to meet deadlines and track multiple simultaneous projects, yet flexible to meet changing needs and unexpected requests.
- General attributes include strong self-motivation and positive attitude, a willingness to commit to the values of the organization and a desire to provide the highest level of customer service.

MINIMUM REQUIREMENTS:

Associate's degree in business, social service or other related field or successful completion of related specialized course of instruction.

Proficiency in all Microsoft Office products, SharePoint, and various online meeting software; and attention to detail are critical in this position. High positive mental attitude, flexibility, independence, critical thinking and decision-making skills are required to succeed in this position. The position requires a commitment to working in team settings, an understanding of internal and external customers, including staff and volunteer management.

Excellent spelling and grammar, ability to exercise tact and good judgment. Ability to compile information and prepare reports. Ability to read financial statements and maintain budgets. Effective time manager and ability to manage responsibilities independently and exercise initiative.

Must be able to work occasional early mornings, evenings and weekends to attend a variety of events. Must have daily access to a dependable motor vehicle with insurance.

SALARY RANGE:

Hourly Rate of \$22 -\$23.35 (35-Hour Work Week)

EQUIPMENT USED:

Standard PC based office equipment.

PHYSICAL REQUIREMENTS:

Standard office environment. Position is primarily an office setting, requiring long periods of sitting at a desk and computer. The position requires the ability to lift 20 pounds unassisted, 40 pounds with assistance.

Interested applicants should forward a cover letter and resume to applicant@uwcnm.org by Wednesday, December 22.

United Way of 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.