



Job Title: Community Ambassador
Department: Donor Engagement
FLSA Status: Full Time, Non-Exempt, Temporary
Location: Omaha, NE

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

UWM Guiding Principles:

- Build **TRUST** in everything we do
- Extend **GRACE** by thinking beyond yourself
- Show **GRIT** by bringing it every day
- Be **OPEN** to embracing others' differences
- Actively **ENGAGE** by listening and sharing
- Live **CURIOSLY** to learn constantly

As an organization that has been around for 100 years, the United Way of the Midlands (UWM) has maintained a long-standing commitment to addressing social injustice by serving the underserved and partnering with other organizations that are striving to create a more equitable community. We are diligently working to learn more about the experiences of different communities and to strive for inclusivity and equity so individuals and families can lead the best lives possible.

The Community Ambassador program brings individuals from across the community together to support the United Way of the Midlands' (UWM) fundraising campaign – a community-wide effort that engages individuals and corporations. Funds raised through the campaign are invested in a circle of support that impacts poverty and creates lasting change in our community.

Community Ambassadors serve as an extension of UWM's Donor Engagement team during the campaign, ensuring thousands of people have the opportunity to engage with UWM and the community. They work directly with corporate contacts to plan and implement fundraising efforts within partnering businesses. **This is a full-time, temporary position working up to 40 hours/week from August 14 - December 1, 2023 (not eligible for benefits).**

Who Makes A Good Candidate?

- Talented individuals with a passion for working with the community.
- Individuals interested in strengthening their skills in fundraising, sales, public speaking, networking, and professional development.
- Individuals committed to working with UWM to impact the cycle of poverty.

Primary Responsibilities:

- Assist with the UWM 2023 fall campaign.
- Execute the fundraising plan established by the Donor Engagement team.
- Meet with corporate contacts from assigned accounts to help orchestrate the campaign effort for employees and executives.
- Schedule, confirm, and coordinate all campaign training, tours, employee rallies, and speakers for assigned companies.
- Attend corporate fundraising activities such as golf tournaments, luncheons, bar-b-ques, and silent auctions.
- Effectively present UWM's campaign message to a variety of employee groups through public speaking and the use of various media.
- Deliver requested campaign materials and pick up financial contributions - daily
- Work closely with the Donor Engagement team to coordinate account activity, resolve scheduling conflicts and provide ongoing updates on campaign status.

- Handle the administrative aspects of the campaign by completing appropriate correspondence and communication, required reports and evaluations, closing out all accounts, and returning to staff all company files, reports, records, and materials.
- May assist with volunteer engagement activities as needed by attending volunteer events such as Day of Caring and Good on the Go kit assembly events.
- Maintain records for assigned accounts including results and campaign activities. Document all interactions in Andar (United Way CRM system).
- Driving is an essential function of this position.
- Other duties as assigned

Skills and Abilities:

- Strong leadership and effective communication skills
- Maintain professional conduct, confidentiality and ethical standards at all times.
- English proficiency sufficient for communication with supervisors, co-workers, clients and customers.
- Must have the ability to effectively represent UWM during community and stakeholder meetings.
- Must be highly organized, responsive and be able to handle multiple deliverables at the same time.
- Must be a great teammate that cares deeply about the overall success of UWM
- Public speaking, written and phone skills
- Enthusiastic and self-directed team player
- Ability to prioritize, manage multiple projects, define problems, and track results
- Basic math skills
- Proficient in Microsoft Office with a firm understanding of Word, Outlook, Excel, and PowerPoint
- Must be willing to work a flexible schedule (may work a few evenings, early mornings or weekends)
- Must have a reliable vehicle and valid state driver's license/insurance

Supervisory Responsibilities:

- No supervisory responsibilities.

Education and/or Experience:

- Associate's degree from a two-year College or University (preferred)
- 1+ years of experience in Social Services, Human Services, Health, or related non-profit field; preferably involving public speaking, presentations, and community outreach activities.

Physical Requirements:

- Able to drive a vehicle for extended periods
- Prolonged periods of sitting at a desk and working on a computer
- Must occasionally lift and/or move up to 20 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

Benefits:

- Paid holidays
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.