

LIVE UNITED



Granite United Way

Granite United Way's Mission is to improve the quality of people's lives by bringing together the caring power of communities.

POSITION DESCRIPTION

POSITION: Program Coordinator, Southern Region
DEPARTMENT: Administration
REPORTS TO: Chief Operating Officer

FLSA: Salary Non-Exempt
STATUS: Full Time

INTRODUCTION: Granite United Way's Vision is to be the preferred way people work together to build a community that values its collective responsibility to care for each other. All employees at Granite United Way are integral to our ability to achieve our mission. Performance of job duties outlined below, in a manner that enables us to follow through on our promises to the communities we serve is more than an expectation it is a standard here at Granite United Way.

SUMMARY: We are looking for a skilled, resourceful and collaborative colleague to provide administrative support for the Granite United Way team located in Manchester, NH. The Program Coordinator will complete a wide variety of general office management tasks, provide donor support services and work with multiple departments to ensure special events and projects run smoothly. The successful candidate will take pride in helping people get things done. This is a fast-paced, dynamic position with opportunities to be challenged, make a difference in the community and grow professionally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide a variety of administrative support services to the Senior Leadership Team (COO, CFO, CDO and CIO).
2. Provide professional, responsive and appreciative customer service to all partners, donors, vendors and colleagues; welcome guests (phone, email or in-person), respond and direct inquiries as appropriate.
3. In partnership with the Finance Department and Resource Development, prepare donor acknowledgement and stewardship letters; coordinate weekly donor stewardship activities.
4. Manage general office functions such as mail distribution, which includes creating check ledger of incoming receivables for Finance Department, office supplies, petty cash, and office service vendor correspondence.
5. Establish and maintain productive relationships with donors, vendors and volunteers. Vendor relationships include computer technical support, telecom support, office supplies, cleaning vendors, and building landlord, for example.
6. Provide event planning support for presentations, meetings, events and special programs, including support for the Marketing Department for GUW wide events, such as Day of Caring and Campaign Celebrations. Details may include coordinate speakers, invitations, responses, locations, agendas, AV needs, materials and catering.

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7. Provide database support; Compile data, generate reports.
8. Assist with general mailings and projects as needed.
9. Other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Associates Degree or Prior Experience a plus.
2. Prior experience with event planning and fundraising for non-profits preferred.
3. Demonstrated proficiency managing multiple tasks and adjusting to changing priorities.
4. Critical thinking and attention to detail
5. Proficient in Microsoft Office software, database management
6. Comfort with different software applications
7. Ability to follow written and verbal instruction
8. Excellent verbal and written communication skills
9. Ability to travel within GUV service area as required.

ENVIRONMENT:

This position is primarily based in a general office environment that is clean, well-lighted, environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
2. Hand manipulation - equipment and controls, frequent; grasping and handling, occasional lifting.
3. Ability to travel throughout the territory required
4. Ability to work a flexible schedule, which may include night and weekends
5. Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist high level whenever necessary.
6. Mobility includes regular sitting, some standing and walking.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. Granite United Way retains the right to change modify the position description at any time.