

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: Community Ambassador
DEPARTMENT: Resource Development
Reports to: Senior Director of Workplace Giving

FLSA: Non-Exempt
STATUS: Part-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 the job duties outlined below will enable us to follow through on our promises to the communities we serve.

DESCRIPTION: *The Community Ambassador functions as a member of the Development staff of Granite United Way. With a team of United Way staff and volunteers, Community Ambassadors lend their time and expertise to the administration of the current year's fundraising campaign. This position is seasonal for a 16-week period between August and December.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attending the Community Ambassador training to become familiar with and develop the ability to communicate United Way goals, philosophies, and needs.
- Actively initiating, planning, conducting, and evaluating Granite United Way employee campaigns at a variety of organizations
- Conducting presentations to employee groups of varying sizes to provide information about Granite United Way investments and how our mission impacts the community.
- Developing strategies to approach new businesses, professionals, and individuals to broaden the base of community investment.
- Keeping accurate records of accounts by entering and updating campaign information in GUV's database.
- Providing weekly updates and reports to Senior Director of Workplace Giving
- Representing GUV as a business professional and serving as a resource to community members.
- Assist in special projects as needed.

PROFESSIONAL DEVELOPMENT

Each Community Ambassador will gain exposure to many area business and nonprofit leaders and receives training in the following professional areas:

- **Management** – setting goals and priorities, managing time, organizing accounts, using resources, problem solving, and motivating fundraising volunteers.
- **Sales** – researching accounts, prospecting for new accounts, preparing and making presentations, and developing strategies to deliver the United Way message to chief professional officers, campaign coordinators, and employee groups.
- **Public Speaking** – Preparing and delivering effective and motivational speeches.
- **Community Dynamics** – Understanding the health and human service issues of the community and United Way's role in finding solutions to establish and maintain a healthy community.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Bachelor's degree preferred; comparable experience considered • Experience in sales or fundraising, a plus • Highly organized and detail-oriented • Excellent communications skills (both oral and written) • Demonstrated ability to work effectively as part of a team • Strong computer skills: Microsoft Office and basic databases • Ability to work well under pressure and capable to managing several tasks and projects simultaneously • Ability to maintain a professional manner through effective interpersonal skills within a fast-paced, collaborative team environment. • Must have reliable transportation and willingness to travel throughout the state of New Hampshire.

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well lit, and 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
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 50 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.