



Administrative Assistant

Organization Overview

United Way of Sheboygan County improves lives and community conditions in measurable, lasting ways so that everyone in Sheboygan County can live life to their fullest potential. Working with over 160 companies, thousands of donors, and countless nonprofits, United Way solves complex social issues through private/public partnerships that invest in our community. **We are looking for a detail-oriented, organized, timely, and civic-minded person to join our flexible, family-oriented, and mission-driven team.**

Summary of Position

The Administrative Assistant works closely with our finance and fund development staff in various aspects of campaign to optimize our ability to function efficiently and effectively as an organization. This full-time position not only supports administrative needs to multiple departments, but the role also assists stakeholders with questions and has a large focus on data entry.

Essential Duties and Responsibilities include the following (other duties may be assigned):

Organizational

- Lead administrative support
- Process mail daily
- Execute donor database updates through multiple channels
- Maintain positive working relationships with all external and internal contacts across the organization through timely and professional responses to inquiries
- Participate in all UWSC events and activities demonstrating the ability to be a good colleague, proactive collaborator, and team builder

Data Entry + Fundraising Support

- Ensure precise, detailed, and timely processing of contributions, including pledges, payments, and demographic information, collaborating with finance and resource development staff to ensure accurate data entry
- Aid in management of online giving platforms
- Process campaign materials and mailings, including ask letters, thank you acknowledgements, and other mailers
- Daily data entry and weekly data review and maintenance
- Respond to donor and customer inquiries in collaboration with all departments
- Maintain stakeholder information, including creating, compiling, organizing, and updating information within databases and listings
- Support duties needed for staff, board, and community reporting

Supervisory Responsibilities

This job does not have supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associates degree minimally preferred (Administrative), high school diploma or equivalent with a minimum of three years hands-on professional office experience also desired.

Competencies

1. **Job Knowledge:** Understands and applies UWSC mission, values, and policies. Knows and understands the specific requirements of their position. Demonstrates analytical and conceptual skills. Performs the technical skills required for their work. Organizes and utilizes resources to accomplish tasks. Up to date with trends in field.
2. **Initiative:** Follows through on assignments and responsibilities with minimal supervision. Originates new ideas or methods. Takes action without prompting. Identifies ways to innovate and improve processes.
3. **Communication:** Communicates effectively and clearly with manager, co-workers and public in writing and orally. Ideas are presented in an organized fashion and are easily understood. Exhibits a pleasant, upbeat communication style. Exhibits strong emotional intelligence skills.
4. **Work Quality:** Work produced is accurate, timely and appropriate. Work performed meets goals for quantity and quality. Meets deadlines. Manages budgets within constraints. Sensitive to issues of confidentiality.
5. **Team Player:** Displays commitment to and involvement in UWSC initiatives, programs and events. Collaborates well with others within and beyond the department. Performs fair share of duties and tasks. Willingly lends a hand to co-workers.
6. **Job & Professionalism:** Shows enthusiasm, optimism, and desire to help others. Strives to achieve goals. Behaves appropriately with co-workers, UWSC volunteers and community partners. Presents self positively and responsively. Contributes to a positive work environment. Demonstrates a high level of ethics in their work.
7. **Judgment & Problem Solving:** Arrives at decisions in a thoughtful, logical manner. Considers alternatives. Applies expertise to solve problems. Seeks advice from and consults with others when appropriate. Makes good decisions and follows through. Is thoughtful about the use of JCC resources and does not waste unnecessarily.
8. **UWSC Culture and Service:** Understands and aligns with the UWSC culture and mission consistently and contributes to making UWSC a warm and welcoming place. Helps enrich lives. Greets and interacts with others in a friendly, welcoming manner. Addresses service issues immediately and effectively.
9. **Interpersonal Skills:** Well-developed interpersonal and leadership skills and the ability to work with people of varying backgrounds and cultures. Must be dynamic public speaker with an effective public presence. Demonstrates flexibility and ability to deal with change. Strong project and time management skills and possess a demonstrated ability to think and act strategically.
10. **Language Skills** Exceptional written and oral communication skills. Ability to effectively present information and respond to questions from groups of donors, partner agency representatives and the general public.

11. **Computer Skills:** To perform this job successfully, an individual should have a proficiency in Windows and Microsoft Office, and an ability to become proficient in industry-specific database systems. Practical knowledge of web environment and use of social media platforms necessary.
12. **Mathematical Skills:** Ability to work mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. **Interpersonal Skills**

Work Environment & Physical Demands

Reasonable accommodation may be made to enable individuals with disability to perform the essential functions of this job. Access to a vehicle and state-issued license is encouraged for travel needs (events, volunteer recruitment, presentations) but majority of the position is at a typical office space doing standard office functions. Noise level is typically quiet but can vary.

Salary and Benefits

Salary Range: \$35,000 - \$40,000

Benefits: 75% employer paid health insurance premiums (individual or family), 7% employer paid (no employee match needed) 403(b) retirement, Flexible Spending Health (FSA) Benefits Account, Paid Time Off, Life Insurance, Short-Term and Long-Term Disability, family-friendly workplace environment with remote hybrid possibility after completion of probationary training period.

To Apply

To apply please send your resume and cover letter to Brad Heusterberg, Director of Operations & Finance, at brad@uwofsc.org.

Hiring Timeline

This job posting will remain open until the right candidate is found.