



Community Outreach Specialist

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 people-focused, energetic, friendly, organized, and civic-minded person to join our flexible, family-oriented and mission driven team.**

Summary of Position

The Community Outreach Specialist brings our mission alive through connecting with our stakeholders: the community, local nonprofits, and current/potential donors. Assisting in donor engagement activities such as workplace campaigns, community outreach and special events, the Community Outreach Specialist help us to meet our impact and philanthropy goals. Activities include telling the United Way story through presenting on local needs and community resources in workplace and community settings. You will work closely with a supportive team to help us meet our fundraising goals and keep stakeholders connected to their impact and our organizational mission and vision while making a difference.

Essential Duties & Responsibilities include the following by categories (other duties may be assigned):

Community Outreach

- Represents and aids in coordination of workplace and community presentations on local needs and donor impact through sharing the United Way story
- Attends community fairs representing UWSC
- Collaborates with internal fund development team to identify, solicit, acknowledge, and steward donors along the continuum from entry to bequest utilizing the donor database
- Engages individual and corporate donors to better understand giving goals and needs
- Supports donor relations through managing donor accounts including donor communication via email, phone, in-person meetings/presentations and donor data entry
- Attends assigned community meetings representing UWSC

Administrative & Organizational Support

- Assists the fund development team in their goals under the guidance of the Director of Community Development
- Models and works to advance UWSC's commitment to diversity, equity, inclusion, and belonging in partnering and engaging with Board, staff, volunteer, donor, and community stakeholders
- Donor data entry and gift acknowledgement administrative support



Campaign-Specific Engagement

- Works closely with the Director of Community Development within Workplace Campaigns and to align messaging and strategy for engagement, including creation of Campaign materials
- Works closely with corporate partners to support individual Workplace Campaigns, including presenting at workplaces, solidifying employer/employee donations, and supporting company-specific stewardship needs
- Collaborates with fund development team to ensure all donations and pledges are accurate and performs accurate data entry and donor acknowledgments

Special Events

- Collaborates with the UWSC staff to plan and execute special events (including but not limited to Campaign Celebration, Day of Caring, Spirit Awards, Emerging Leaders events, etc.)
- Enlists and solidifies special event sponsors with fund development team support

Marketing & Social Media

- Under the direction of the Director of Community Development, develops marketing materials for donor cultivation and engagement
- Supports social media and advertising campaigns as part of a donor engagement strategy

Education and/or Experience

Associates or bachelor's degree preferred (Human Services field) with required high school diploma or equivalent. An encouraged minimum of three years hands-on professional nonprofit office and/or fundraising experience is desired.

Supervisory Responsibilities

This job does not have supervisory responsibilities. Currently this position is supervised by the Director of Community Development.

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. **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. **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.

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: \$37,500-\$43,500

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 Katelyn Piper, Director of Community Development, at katelyn@uwofsc.org.

Hiring Timeline

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