

Position: Community Resource Manager
Reports to: Executive Director
Type: Full Time, Permanent, Exempt Position



Job Summary/Position Requirements

The mission of United Way of Northeastern Minnesota (UWNEMN) is to unite and focus our communities in creating measurable results to improve people's lives and strengthen our families. Through on-going community building, we raise funds to provide impactful programs and to support the critical work of nonprofit agencies focused on Helping Children Succeed, Empowering Healthy Lives and Stabilizing Families and Individuals. We also provide direct-service programming to meet community needs.

The **Community Resource Manager** must be a self-starter with good relationship building, public speaking and writing skills. Must be able to meet deadlines, multi-task and adjust priorities as necessary. Must be able to work non-traditional hours, especially during campaign season (September-December). Weekend hours are required during special events. Must be proficient in Microsoft Word and Excel. Local travel is required; must have a valid driver's license and reliable vehicle. Four year college degree is preferred. Web site maintenance and graphic design is a plus.

Full-time salary position with benefits, compensation based on experience.

Responsibilities:

Annual Campaign

- Assist with annual campaign/new business development
- Public speaking at area businesses for employee campaign meetings
- Manage and update database management software (Donation Tracker)

Marketing

- Social media management, growth and engagement (Facebook, Instagram, Twitter)
- Website development and management (UWNEMN and Rampage at the Ridge)
- Online event registration promotions
- Send all media communication to local newspapers
- Oversee marketing and public relations plan

Community Impact

- Imagination Library Initiative
 - Serve as the program resource (communicate with parents regarding application follow-up, change of address, and any issues regarding the program. Work with local post offices for undeliverable book returns etc.)
 - Enrollment of new applicants
 - Newsletter distribution
 - Coordination and cultivation of local Wild About Reading Events and development of fundraising to support cost
 - Recruitment of volunteers to promote reading activities across the region to enhance the programs mission

- Provide applications and information to local early childhood programs, child care providers, clinics and hospitals
- Good360 Initiative
 - Schedule pick-up and deliveries of Good360 product
 - Inventory and report product deliveries
 - Unpack, stock and organize shelves and pallets of product
 - Schedule client appointments
- Smiles Across MN
 - Distribute materials to schools prior to start of school year
 - Work with Children's Dental Services to report accurate numbers and expand services

Agency Partner Support

- Annual fund distribution contact who oversees the online grant application, communication with local non-profit partners applying for funding and follow-up

Events

- Support in the execution of all UWNEMN fundraising events throughout the year to include management of event websites and social media, sponsorship and donation securement, event set-up and tear down
- Rampage at the Ridge support (course set-up at Giants Ridge, volunteer coordination, website development, social media promotions, pre-event set-up, day of)

Physical Demands and Work Environment

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Regularly performs duties at a desk using a computer, iPad, smart phone and writing utensils.
- Regularly communicates with employees, consultants, and business associates verbally and in writing.
- Frequently presents to small and large groups.
- Frequently travels to attend meetings and conferences, occasionally in unfavorable weather conditions and unusual hours, i.e. early morning
- At times, will transport, lift and move very heavy items.

Application Deadline: March 31st, 2017

Please send resume and cover letter to: info@unitedwaynemn.org

Questions, please contact: 218-254-3329