

**Position:** RESOURCE DEVELOPMENT ASSISTANT  
**Hiring Organization:** United Way of Salt Lake  
Salt Lake City, UT  
**Department:** RESOURCE DEVELOPMENT  
**Reports to:** CORPORATE RELATIONS DIRECTOR  
[www.uw.org](http://www.uw.org)  
**Date Prepared:** July 23, 2015

### **ORGANIZATION BACKGROUND AND EVOLUTION**

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

### **WORK ENVIRONMENT**

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

### **POSITION OVERVIEW**

The Resource Development Assistant works under the direction of the Corporate Relations Director: Provides administrative support to Corporate Relations Director and supports Community Investment Advisors with various aspects of employee workplace giving campaigns and any additional efforts of the Resource Development department; performs other duties as assigned.

### **KEY RESPONSIBILITIES**

1. Provides administrative support by maintaining accurate records, assisting in managing calendar for Corporate Relations Director, schedules and coordinates department meetings and other internal/external meetings and appointments which may include Board members and other stakeholders. Assists with various meetings and events, which can include set-up and break down, registration, taking meeting minutes and other duties as needed
2. Prepares information for Resource Development department by data mining and formatting weekly reports for corporate revenue analysis and reporting; develop a strong knowledge base around how Constituent Relationship Management software
3. Create and distribute monthly, quarterly, and end-of –year account information to community investment advisors including Account Closing Sheets
4. Responsible for creating and distributing Resource Development staff meeting agendas, and other reports to be distributed at monthly Board meetings. Completes and compiles research on current and prospective donors.
5. Manages Sponsorship documentation and tracking process

6. Manages BMW contest giveaway process
7. Maintains and updates team process and training documents; assists in writing various process documents
8. Prepares written correspondence, including corporate donation requests, thank you letters and award certificates. Pulls mailing lists, completes mail merges and sends mailings
9. Assists with giving campaigns related to partner agencies in conjunction with community investment advisor
10. Maintains RD Master Calendar, department birthdays (schedule lunches, circulate card, etc.), and vacation calendar
11. Manage department supplies, ensuring campaign materials are stocked, organized and reordered when needed. Assists in stocking kitchen items (coffee, cups, drinks, etc.)
12. Assists supporting and filling in for other Resource Development staff as needed
13. Performs other duties as assigned

#### **POSITION REQUIREMENTS**

- Proven experience managing complex calendars/schedules
- Ability and desire to work in a fast-paced environment
- Skilled in time management, organization and task management
- Ability to take initiative and see tasks through from start to finish with minimal supervision
- Ability to communicate effectively
- Familiarity with CSRM software helpful
- Sales background/understanding helpful

#### **MINIMUM REQUIREMENTS**

- Associates degree or higher preferred, H.S. Diploma or equivalent required
- Two years of experience working in an administrative support position
- Strong proven working knowledge of MS Office(Outlook, Word, Excel, and PowerPoint)
- Flexibility in work day – ability to work early mornings and late evenings for possible overtime hours
- Excellent communication skills, both written and verbal

#### **PHYSICAL REQUIREMENTS**

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 25lbs. The physical demands of this position are 10% mobile, 90% stationary work.

#### **SALARY INFORMATION & FLSA STATUS**

This is a non-exempt position that pays \$15.40 - \$16.82 hourly depending on experience

#### **TO APPLY**

Only complete applications will be considered for the position. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

**NOTE:** *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*