



Resource Support Specialist - Job Description

POSITION TITLE: Resource Support Specialist

REPORTS TO: Executive Director

STATUS: Full Time – 32-36 hours per week

JOB SUMMARY: Provide administrative support and assist with collaborative and coordinated efforts of Columbus Area United Way. This role requires strong skills in Microsoft Office applications and exhibit excellent communication skills (written and verbal) as well as strong proofreading skills. High attention to detail and ability to multi-task will ensure success in this role.

QUALIFICATIONS:

- Required associates and/or bachelor's degree in business management, communications/marketing, human services, social services, nonprofit project management or related field preferred.
- Minimum of three (3) years of administrative experience; preferably with a non-profit organization.
- Excellent computer skills including Microsoft Excel, and Outlook.
- Ability to assist with social media and marketing including e-newsletters, flyers, and outreach promotional materials.
- Capable of multitasking in a dynamic, fast-paced office environment.
- Excellent verbal communication skills.
- Highly organized with excellent diligence.
- Ability to solicit in-kind contributions, donations, and sponsorships.
- Must have initiative-taking, cheerful outlook, and ability to problem solve, address details, and work in a growth-oriented environment.
- Acts as Secretary to the CAUW Board of Directors. Types minutes and maintains minutes for Board of Directors.

PERFORMANCE REQUIREMENTS:

Administrative:

- Performs general administrative functions for CAUW and collaborative (copying, faxing, filing, mailing, compiling, tracking data, maintain shared calendars, procuring office supplies, assembling information packets, other general duties as needed)
- Prepare and update supporting documentation for CAUW and collaborative meetings, events and funding and distribute meeting minutes effectively and efficiently.
- Assist with invoices, documentation, and data entry with donor management system and grant management systems.
- Assist with marketing of Columbus Area United Way and Community and Family Partnership with social media, e-newsletters, website, and other content distribution.
- Assist with data collection, utilization and application of information that includes e-CImpact, Donation Tracker, Webgrants, SharePoint, etc....
- Prepare reports upon request.
- Point of contact for IT management and troubleshooting elements with contracted IT provider.

Campaign/Outreach:

- Assist with campaign event coordination – Tour of Agencies, Pacesetter Kick-off, Campaign Launch, Report Meetings and Annual meeting.
- Maintain and update Donation Tracker to ensure expert listserv for donors, businesses, board, agencies, partners,

and volunteers.

- Point of contact to manage, lead, and execute Duck Race event.
- Assist with development and preparation of campaign solicitation lists and coordinating materials.
- Assist in developing campaign marketing materials.
- Manage ordering campaign supplies and materials.
- Support scheduling of campaign presentations and agency representation.
- Record campaign donations and donor information in Donation Tracker
- Provide electronic and printed donor thank you and receipt correspondence in a timely manner.
- Provide data management and report compilations for campaign projections and progress.
- Organize and implement Penny Campaign
- Solicit, execute, manage, and correspond with iPLEDGE members.
- Assist with writing and development of new grant funding opportunities.
- Help increase awareness of CAUW in Boone, Colfax, Nance, and Platte counties.

Other

- Perform other duties as assigned.

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____