

## Donor Relations Associate—

### ***Key Responsibilities:***

#### *Fundraising*

- Actively participate in planning, executing, analyzing of UW annual fundraising campaign to support UWENM's mission, programs, and grants in four counties: Curry, Roosevelt, Quay, and De Baca.
- Partner with Executive Director to build relationships with corporate partners and individual donors to inspire greater financial support to UWENM.
- Seek out new corporate partners and individual donors to engage with UWENM
- Grow engagement and fundraising in outlying areas of Quay and De Baca.
- Coordinate and carry out various annual fundraising events and sponsorship opportunities.
- Manage Women United
  - Grow WU membership and engagement
  - Develop quarterly newsletter and other communications

#### *Administrative*

- Manage pledge processing and donor data entry
- Ensure proper thanking and recognition of UWENM supporters
- Leverage CRM (Customer Relationship Management) software and keep data updated

#### *Community Outreach*

- Manage and grow influence of UWENM's Facebook / Instagram accounts
- Represent UWENM in various community committees and groups
- Public spokesperson for regular radio and public appearances
- Make fundraising presentations to groups and individuals in four counties.
- Create/ manage events and activities to increase community members' engagement with United Way ENM.
- Manage projects and activities that arise from community outreach work as needed.

## **Compensation and Benefits**

### *Salary--hourly*

- Starting between \$16-\$18 per hour. 37.5 hours per week. Typical workweek M-F 8am-4:30pm. Community outreach and fundraising will require attendance of events on weekends, evenings, and even early mornings at various times.

### *Vacation and Sick Leave*

- UWENM employees accrue two weeks of paid vacation and two weeks of paid sick leave each year.
- In addition, employees enjoy all paid federal holidays.

#### Retirement

- UWENM matches up to 3% of employee's salary in a Simple IRA account.

#### Mileage Reimbursement

- Mileage reimbursement for errands and travel to meetings at IRS standard rates. Travel between our four counties is critical to our mission and fundraising success.

#### **Culture**

UWENM values teamwork, integrity, and transparency. Our small staff is dedicated to the smooth operation of our organization and meeting the needs of our community. Each staff person carrying out our individual responsibilities and then coming together to have greater impact. Asking for help is a gift that benefits us all.