



Routt County United Way

## **EXHIBIT III-B PROGRAM MANAGER POSITION DESCRIPTION**

### **RESPONSIBILITIES**

This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

#### **Essential Functions**

- Answer phone and serve as office receptionist
- Prepare written materials including correspondence, agendas, minutes, and reports
- Pick up and drop off mail
- Maintain and keep orderly office files (both electronic and paper), storage area and office space
- Set up lunch and take minutes at monthly board and other committee meetings
- Become proficient at donor database and volunteer database
- Maintain donor database, contribution records, verify accuracy of donor data and send thank you letters, process credit card payments, create contribution and campaign reports
- Prepare mailings
- Create board notebooks, maintain board contact and committee list, support board member liaison program
- Retain confidentiality of RCUW donors
- Support Executive Director with writing grants
- Maintain organization's Certificate of Good Standing and Charitable Solicitation Registration with the State of Colorado
- Keep profiles up to date on Yampa Valley Gives and Colorado Gives websites

#### **Program**

- *Get Involved Routt County Volunteer Database & Day of Caring:* Acknowledge new volunteers, recruit volunteer opportunities, proactively engage volunteer community on an ongoing basis and recognize volunteers. Complete annual volunteer report. Arrange logistics for Day of Caring and produce post event summary.
- *Thanksgiving Dinner:* arrange logistics and work event. Solicit for volunteers and food donation. Secure event rental space with complete documentation. Produce annual Thanksgiving report.
- *Holiday Exchange Market (HEM):* coordinate logistics and work event, engage volunteers and agencies. Solicit donations and volunteers. Keep accurate minutes and records. Complete annual HEM report.

- Help with other event logistics including 20K Days, Campaign Kick-Off, and other fundraising events.
- Solicit in-kind donations for events, on-line auction and campaign
- Attend Women United meetings and take minutes. Communicate with members and coordinate logistics for events.

**Other Duties**

- Assist with preparation for committee and board meetings. Assist with HRC correspondence such as yearly agreements and meeting minutes.
- Support fundraising efforts by conducting workplace giving presentations. Support Board Members and Executive Director by organizing lists of businesses for presentations.
- Assist with agency relations including liaison program and annual funding applications
- Assist with Routt to Work programs including soliciting volunteers and organizing events
- Other duties as assigned by Executive Director

**Qualifications**

- College associates degree or above
- Proficiency with computers and experience with MS Office applications such as Excel, Word, PowerPoint and Publisher. Experience with databases.
- Accuracy and attention to detail
- Ability to communicate effectively, verbally and in writing
- Ability to multi-task and handle a busy, fast-paced office
- Ability to relate well with people and communicate in a pleasant and professional manner
- Interest in United Way's mission and in helping those in difficult circumstances

**SUPERVISION AND EVALUATION**

The Executive Assistant is supervised and evaluated by the Executive Director

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_