

CAMPAIGN AND FINANCE COORDINATOR



Mission Statement:

Unite the caring power of our community to improve lives in Ashland County.

How does this position help fulfill our mission and commitment to Ashland County?

As the Campaign and Finance Coordinator you will directly work with community businesses, individuals, clubs, and professional organizations to ensure that their campaign materials are disseminated and processed in an efficient manner. This position works directly with the Executive Director to plan the internal pieces of the annual United Way of Ashland County Campaign, including list management for residential and business donors, mailings, donor acknowledgement, and campaign reports. In addition, the responsibilities include processing invoices, working with the contract accounting firm on month-end reconciliation, cash flow statements and accounts payable and receivable. This role is a vital member of our team and also participate in all Special Event Fundraising and Community Events and is a part of our Campaign Leadership team and participates as needed on various special event committees as needed/assigned.

The qualified candidate will understand the importance of accurate campaign data management love working with people and organizations and understand how relationships and connections are built, maintained and help make our community thrive. This role will also have a deep respect and understanding of the clients that are served by our Partner Agency Organizations and understanding that all of the work that we do is deeply connected to serving our community at all levels.

Essential Job Functions

- Commitment to United Way of Ashland County's mission
- Accurate and timely data entry
- Bookkeeping
- Responsible for the daily management of campaign record keeping
- Provides support to Executive Director as assigned
- Ability to develop and maintain strong working relationships, handle sensitive and confidential data and information

- Maintaining precise and up-to-date records is crucial while working on projects

Education, Experience and Skills

- Deep commitment to United Way of Ashland County's mission
- Bachelors in Accounting or related field preferred but not required
- 2-5 years experience in accounting, bookkeeping or related experience
- Proficiency in Microsoft Office Suite and Google applications
- Familiarity with CRM database like Raiser's Edge, OneCause or like databases
- Strong skills in Excel
- High attention to detail and ability to work on multiple projects
- Willingness to learn new skills

Compensation and Benefits

- The hourly rate for this position is \$19-22 per hour
- 75 hours of PTO
- 3% retirement match

Working Conditions

Working Conditions	Details
Hours of work	This is a part time position. 25 hours per week with the need to increase hours during peak event times.
Overtime expectations	Overtime hours as approved by the Executive Director. OT is rare.
Work environment	Comfortable office environment. This role will be in the office, and community. Hours are set, but there is flexibility and work from home as approved by Executive Director as needed.
Travel requirements	Travel is local to local meetings or appointment is required along with a valid driver's license. Mileage reimbursement for approved travel.
On-call responsibilities	No on-call responsibilities.
Special conditions or requirements	Some evenings and weekend work. These are scheduled in advance. Heavy lifting required for set up and tear down of events. Ability to lift twenty five pounds, stand for periods of time and move items from office to event location.

+ Additional Information

- We are looking to hire this position as soon as possible
- Training will be provided onsite
- All new hires are subject to a 90 day probationary period
- Must pass background test
- We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

+ How to Apply

- Please email resume to Stacy@uwashlandoh.org with subject line: Campaign and Finance Coordinator
- **No phone calls or walk ins**