

UNITED WAY COORDINATOR

Overview

Orange County is looking for talented, enthusiastic, and motivated superstars to serve as a United Way Coordinators. United Way Coordinators are the foundation of a successful fundraising and awareness campaign in Orange County. A volunteer in this role will be responsible for the promotion of United Way through meetings, communications, and the organization of fundraising events. This valuable individual also coordinates with campaign committee members, tracks revenues, and assists as needed with special event functions.

Each division shall identify at least one individual as their coordinator. Each Department shall identify one or two Coordinators to also serve as Executive Committee Members.

Representative Duties /Assignments

Executive Committee Member

- Partner and consult with Department Director/Deputy Directors to plan Department-specific campaign events and functions. Sets campaign goals and identifies specific management engagement strategies.
- Attend Executive Committee meetings to provide updates on campaign status at the Department-level. Continuously requests and shares information with Division coordinators.
- Be the point of contact in your Department for United Way Executive Committee members.
- Cross promote County-wide United Way events via Spiel-Extra, email, and posting of flyers at appropriate common area locations.
- Celebrate the County's campaign success with leadership including Orange County Mayor and County Administrator.

Division Coordinator

- Assist division management in developing and implementing campaign outreach strategies for fundraising and awareness.
- Distribute and collect Campaign Pledge Cards.
- Enlist division staff in fundraising programming and monitor event outcomes.
- Maintain funds/receipts/deposits from various functions and special events.
- Assist other division coordinators within the Department and across the County as needed.
- Maintain constant communication with division management and executive committee member

Minimum Qualifications

Understanding of or willingness to learn about United Way and the impact that their partner agencies have in our community. Excellent communication skills. Passion for public service and dedication to the Orange County community.