



LIVE UNITED

**United Way
St. Croix Valley**

201 Second Street South, Suite #300
Hudson, WI 54016
715-377-0203
www.unitedwaystcroix.org

**JOB DESCRIPTION
UNITED WAY ST. CROIX VALLEY**

Job Title: Development & Administrative Assistant

Status: Part-time (28 hours) Exempt

Supervisor: Executive Director

Schedule: Flexible hours; Some remote work possible

Salary: \$28,000 - \$30,000 (DOE)

OVERVIEW:

The Development & Administrative Assistant is a part-time position that provides critical support for the financial health and operational strength of United Way St. Croix Valley (UWSCV). Supporting the Executive Director and working with other UWSCV staff, the Development & Administrative Assistant will be fully integrated into all activities with our small team. This is an excellent opportunity for a candidate who seeks to grow and develop leadership within a nonprofit, mission-driven organization.

To be successful at United Way St. Croix Valley, the ideal candidate should be:

- A team player with a positive and collaborative attitude
- Organized, detail-oriented, and willing to take on a variety of tasks to ensure the success of UWSCV
- Dedicated to our mission to fight for the health, education, and financial stability of **every** person in Western Wisconsin

KEY RESPONSIBILITIES:

Development & Donor Database Management (60%)

- Manages donor database, including processing pledges and donations, facilitating setup of e-pledge & web donations, and completing transactions in a timely and accurate manner
- Manages donor documentation in Donation Tracker donor database
- Assists Executive Director with reporting and annual membership certification for United Way Worldwide
- Assists in planning and management of logistics for fundraising and community events and initiatives, annual campaign, and giveBIG St. Croix Valley

Office Administration (25%)

General Office

- Perform administrative duties for the UWSCV office and staff including answering phone, responding to requests and inquiries from a variety of constituents, maintaining inventory, and ordering supplies and equipment
- Prepares payroll for external processing
- Maintains physical and electronic filing systems

Program Support (10%)

- Assists in logistics for community impact programs as assigned (EFSP, Community Impact Grants, etc.)

Other (5%)

- Complete other duties as assigned by the Executive Director

SKILLS & EXPERIENCE:

- Associate's degree, bachelor's degree, or equivalent work experience
- Outstanding interpersonal skills and a proven ability to work cooperatively with others
- Excellent written and verbal communications Ability to solve problems quickly and effectively
- Highly organized with strong attention to detail
- Proficiency with Microsoft Office and ability to learn additional software programs as assigned

HOW TO APPLY:

- For full consideration, applicants should submit a resume and cover letter describing how their experience qualifies them for the position no later than **Monday, December 6, 2021**. Please send applications via email to Lisa Murphy, Executive Director, at lisa.murphy@unitedwaystcroix.org.