



JOB DESCRIPTION

United Way of San Joaquin County
777 N. Pershing Ave, Suite 2B
Stockton, CA 95203

Title	Project Manager	Weekly Hours	40 hours
Department	Workplace Campaigns/Community Impact	FLSA Status	Non-Exempt
Report To	President/CEO		

ABOUT UNITED WAY

United Way fights for the health, education, and financial stability of every person in every community. The mission of United Way of San Joaquin County (UWSJC) is to improve the lives of people by mobilizing the caring power communities. This position takes place at United Way of San Joaquin County. Learn more at unitedwaysjc.org.

GENERAL FUNCTION:

The Project Manager will manage and expand a designated group of workplace giving accounts to retain strong United Way commitment and workplace campaign support. Will maintain consistent account contact and introduce additional opportunities for campaign giving, including online giving campaigns.

The Project Manager will look for potential accounts and track results for corporate accounts and Major donors while working toward effective relationship building. This position will develop market segments and help implement financial goals of each workplace campaign. Position will be responsible for managing all pledge forms and oversight of directing all WPC gifts into donation tracker. Running of key reports about program performance and managing segmentation of data is a critical role of this position.

The Project Manager will also support the work of the Non-Profit Agencies within San Joaquin County to help tell our story, where dollars are working in the community and the social impact those dollars are making in terms of quality of life. Engagement with internal staff in support of external community initiatives will be a priority. Some evening and weekend commitments will be required.

KEY AREAS OF RESPONSIBILITY:

1. Manage donor database (Donation Tracker) and assigned campaign accounts
2. Effectively present United Way's mission and benefits to assigned campaigns
3. Facilitate workplace campaigns in various businesses throughout San Joaquin County
4. Manage UWSJC's online giving platform:
 - Create customized pledge forms for each account
 - Run reports for campaign accounts and internal processing
 - Manage all lapsed campaigns
5. Serve on committees in support of the organization's mission and goals and performs other duties as assigned.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

COMPETENCIES:

Measurable impact

Accountability

Initiative

Time / project management

Communication

JOB RELATIONSHIPS WITH: Interacts with team members at all levels of the organization.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Project Management or related field and minimum five years' experience with demonstrated results.
- Experience in fundraising, database management and nonprofit development.
- Ability to set and sort priorities and maintain confidentiality.
- Strategic thinking and ability to apply management tactics to broad organizational strategies.
- Strong writing, editing, planning and relationship management skills.
- Excellent written/oral communication, presentation experience.
- Ability to work a flexible schedule that could include night, weekend and event hours.
- Proficient in Mac OS & Microsoft Office.
- Ability to work independently while keeping management informed of progress.
- Ability to multitask, prioritize work, and meet tight deadlines with results focus.

WORKING CONDITIONS:

- Normal office environment with little exposure to dust, noise, temperature.
- Ability to lift up to 20 pounds.
- Occasional local travel to events within the regional area.
- Extended viewing of computer monitor.

EQUAL OPPORTUNITY EMPLOYER

United Way of San Joaquin County is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, age, and other legally protected characteristics. The EEO is the Law poster is available here: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>.

DIVERSITY & INCLUSION STATEMENT OF PRINCIPLE

United Way of San Joaquin County opposes discrimination of any form as evident in our Diversity and Inclusion Statement of Principle. **We value** the visible and invisible qualities that make you who you are. **We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in

every community. **We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. **We strive** to include diversity, equity, and inclusion practices at the center of our daily work. **We commit** to using these practices for our business and our communities.