



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

UNITED WAY OF SOUTH HAMPTON ROADS

Title: Campaign Intern (non exempt, \$15/hour, part-time temporary position)
Department: Workplace Campaign
Report To: Senior Accounts Manager
Date Created: July 2023

Why Work for United Way:

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do and we know how much our community needs us. You'll learn from some of the best in the business and be constantly challenged in an ever-changing industry. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

Objectives & Expectations:

United Way improves lives by mobilizing the caring power of communities to advance the common good to help all residents thrive and live the best version of themselves. We all benefit when a child succeeds in school, when someone finds a job that sustains a family, or when more people get quality, affordable healthcare. United Way endeavors to drive measurable impact by focusing and accelerating our current agenda centered around economic mobility, education, and health initiatives while remaining responsive to community needs with flexibility to respond to critical needs and crises.

We are looking for an enthusiastic intern to join our fundraising team and provide staff support for the workplace giving campaigns at United Way. As an intern, you will help coach and support Employee Campaign Leaders (ECLs), who are raising money within their companies. As part of the team, it's your job to help the ECLs be successful, to inspire their employees to meet/exceed their goals and to grow fans of United Way. This position is ideal for someone looking to strengthen their administrative, public relations and fundraising skills. You will be an integral part of a very successful fundraising team who are generating over \$20 million dollars to meet the needs of the Hampton Roads community. Ultimately, you will gain broad experience at a major non-profit and should be prepared to enter any professional working environment.

Commitment to equity, diversity & inclusion

We take the broadest possible view of diversity.

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.

Cultural Competence: The Campaign Intern must exemplify a high level of cultural competency that conveys empathy, support, and an understanding of the people they work with both internally and externally, engage with, and the people they serve. This competency helps to build trust and effective engagement, build stronger relationships, expand our organization's reach, and more effectively and respectfully engage with people regardless of background.



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Competencies:

- **Mission-Focused:** Catalyzes others' commitment to mission to create real social change that leads to better lives and healthier communities
- **Relationship-Oriented:** Is astute in cultivating and managing relationships toward a common goal
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact
- **Strength of Character:** Demonstrates ability to be approachable and cooperative while also being a successful executive leader
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network
- **Visionary:** Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction and motivation
- **Team-Builder:** First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders
- **Outward Turning:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations
- **Business Acumen:** Possesses a high-level of broad business and management skills and is effective at using financial resources wisely and for the greatest impact
- **Network-Oriented:** Values the power of networks; striving to leverage United Way's breadth of community presence, relationships and strategy

Core Values:

- **We are responsive** to each other and to the community. We do our best to anticipate challenges and needs so we can proactively address them. We do NOT react, we respond – promptly, appropriately and thoughtfully.
- **We build trust** by being transparent, authentic and vulnerable. We communicate openly and listen with respect and empathy. We do NOT shy away from tough conversations or backtrack on our commitments.
- **We are determined** and steadfast in our commitment to our goals. We are persistent and tenacious, and seek creative solutions to overcome obstacles. We do NOT let failure keep us down – we brush it off and try again with renewed dedication the next day.
- **We are team players**, always seeking opportunities to go above and beyond our job description to help our colleagues and partners. We aim to create a positive, fun environment where we are proud to be ourselves. We do NOT work in silos, but instead play to each other's strengths and cover each other's blind spots.
- **We care about community** because to us, this work is personal. It's for our families, our neighbors, our children, our friends. We are all here because we want our work to matter – to have some higher purpose – and we want to surround ourselves with others who desire the same. It's NOT just a paycheck, it's a purpose.



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Job Responsibilities:

- Gain a working knowledge of United Way, our certified agencies, current programs, and community projects.
- Contact Employee Campaign Leaders on account owners' behalf to help them plan, organize and conduct effective company campaigns. This includes organizing all necessary campaign materials, drop-off/pick-up additional materials as needed, and relay all viable information between account and owner.
- Be prepared to give presentations about United Way, funded programs and agencies, and those benefitted in the community.
- Maintain complete records on the assigned accounts, campaign activities, and results in CRM.
- Attend weekly meetings with United Way staff to report progress, share successes and problem- solve barriers.
- Attend campaign meetings and functions, inside and outside normal work days/times, as needed.
- Research online data concerning individuals and companies.
- Additional duties as assigned.

Key Skills Requirements:

- Exceptional interpersonal skills. Ability to style-flex to many different people, organizations, situations.
- Powerful presentations, from one-on-one to large groups. Engaging, outgoing, sincere style.
- Strong written and oral communications in person, in writing, and over the phone with a variety of people.
- Manage many projects, prioritizing and planning for highest productivity.
- Successfully solicit donations from current and new givers/businesses.
- Excellent customer service. Professional, detail oriented and punctual.
- A strong work ethic and innovative spirit.
- Initiative and ability to work independently and as a member of a team.
- Represent United Way of South Hampton Roads with a professional appearance and demeanor.
- Current enrollment in a related Bachelor's or Masters degree program
- Valid driver's license, reliable transportation, and proof of current insurance.

Working Environment:

- The worker is subject to a variety of inside environmental conditions that may occur in an office, a private home, or elsewhere in the community including temperature variations, unpleasant odors, and potential allergens.
- Although inside work is the rule, it is required that the individual be able to travel and may be exposed to a variety of weather conditions.



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Physical Requirements:

- Ability to stoop, lift, finger – for example pick, pinch, or type and grasp.
- Ability to clearly and concisely express and exchange detailed information and ideas to others accurately via spoken word
- Exerting up to 20 lbs. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to inspect and analyze figures, accounting items, written materials, newsprint, computer terminal characters, transcription, and other similar objects at distances generally close to the eyes

Why is United Way of South Hampton Roads a Great Place to Work?

- 37.5-hour work week (occasional evenings or weekends may be required for events)
- Remote Mondays and Fridays
- Flexible and compressed schedule opportunities
- Competitive pay
- 403(b) retirement match up to 11%
- Health and dental insurance – employer pays 80% for employees/74% for dependents
- Health Savings Account or Flexible Spending Account

Other employer-paid benefits:

- Short-term and long-term disability insurance
- Cell phone stipend
- Term life insurance
- 18 days PTO the first year of employment
- 11 federal holidays
- Parental leave up to 12 weeks
- Tuition reimbursement
- Mileage reimbursement (IRS rate)
- 4 hours per month for personal appointments (doctor, dentist, legal, etc.)
- Volunteer policy (up to 8 hours per year)
- Bereavement leave
- Jury duty leave
- Quarterly staff social events
- Professional development opportunities
- And so much more!

Interested? Please send your cover letter and resume to humanresources@unitedwayshr.org. We will continue accepting applications until the position is filled.

United Way of South Hampton Roads is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.