



## United Way of San Diego County

**Job Title:** Account Representative  
**Department:** Resource Development  
**Reports to:** VP, Corporate Relations  
**FLSA Status:** Non- Exempt/Full-Time/Temporary

### Position Summary:

Serve as a spokesperson and liaison for United Way conveying the mission, vision, and value of United Way to a wide range of individuals, companies, and industries. You will work closely with the Development Team on several key accounts, as well as special projects and support as assigned. This position reports directly to the Senior Development Executive in account management with corporate partners and individuals by applying leadership, fundraising, research, public speaking, and teamwork skills to assist in implementing and executing successful United Way Workplace Giving Campaigns.

This position operates during one of our busiest campaign/fundraising seasons. The role is county-wide in scope and will require frequent travel with mileage reimbursement. Team members in this position can expect a diverse and fast-paced environment comprising of the aforementioned roles and other duties as assigned.

### Key Characteristics to Succeed in This Role:

- Motivated self-starter
- Takes initiative
- Communicates effectively and speaks confidently in large groups
- Extremely organized and professional
- Relatable, customer friendly, and stay positive in a very fast-paced environment
- Dedicated to making a difference in the community
- Flexible and adaptable to the tasks at hand

### This is a temporary position starting April 1, 2019 and ending June 28, 2019.

Due to workflow and the nature of UWSD business, the position may end sooner or be extended.

### Essential Functions:

- **Public Speaking:** Deliver effective speeches at workplace campaigns, events, or other venues. Communicate effectively to develop, grow, and sustain productive relationships.
- **Account Management/Analysis:** Assist with data gathering, research, reports, and analysis for account management; evaluate accounts and make recommendations for future engagement. Corporate Social Responsibility (CSR) research on companies to develop strategies to reach their philanthropic goals.
- **Administrative Support:** Maintain thorough, accurate, and timely communication notes on accounts and projects. Perform administrative tasks, such as scheduling and calendaring, as assigned. Effective and consistent use of account management tools (i.e. Outlook).
- **Project and Event Support:** Active participation/support for trainings, special projects, special events, and scheduling meetings and presentations for yourself and your team
- **Other Duties & Responsibilities as Assigned**



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### **Professional Development Opportunities:**

- Exposure to a diverse range of employers throughout San Diego County
- Represent a nationally recognized non-profit organization
- Be part of a dynamic team working hard to elevate every child and family in San Diego
- Gain valuable skills in fundraising tactics, public speaking, relationship building, and administrative support

### **Qualifications and Requirements:**

- BS or BA in Business/related field or a combination of related life experience
- Sales, customer service, or fundraising experience
- Valid Driver's License, acceptable driving record, dependable transportation, and ability to provide current vehicle insurance documentation
- Must utilize own transportation for fieldwork (with expense reimbursement)
- Flexibility in scheduling outside of normal business hours to include evenings, weekends and holidays

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- The person in this position frequently communicates with Leadership, Staff and the Public. Must be able to exchange accurate information in these situations.
- The person in this position must be able to participate in meetings and travel to off-site locations 75% of the time and remain in a stationary position at the workstation 25% of the time.
- This person must be able to utilize their own transportation for visits around the San Diego community up to 100% of the time.
- Frequent walking or standing is required.
- The person in this position needs to be able to move about inside the office to access file cabinets, office machinery, etc.
- Hands are regularly used to write, type, key and handle or feel small controls.
- Weights of up to 30 pounds occasionally lifted (carrying devices provided)

### **Work Schedule:**

Typical schedule is 8:00 a.m. to 4:30 p.m. Monday through Friday. However, flexibility is required due to nature of business. Schedule may be changed as needed, to include evenings, weekends and holidays.

Revised 03/2019