

Position: Summer Associate—Resource Development (Summer 2010)

Contact: George Xuereb—Director, Resource Development

Email: gxuereb@uwewh.org

Commitment: 20-40 hours per week, 10 weeks

Compensation: Course credit available with school approval

Application Deadline: May 15, 2010

Description:

UWEWH seeks a Summer Associate to assist the Resource Development (RD) division on its workplace and private sector campaigns. As an intern at UWEWH, you will be exposed to non-profit operations and management, fundraising, and relationship building and management through experiential learning working on short-term and long-term projects. This internship will provide you the opportunity to develop many pieces for your professional portfolio. You will be a vital member of UWEWH team by supporting the entire organization and the over 700,000 individuals in our service area through your work.

Key Responsibilities:

- Assist Resource Development Director with campaign promotion, strategies and goals
- Build relationships with assigned existing and new accounts by phone and in person
- Assist with workplace campaigns and verify their results
- Conduct necessary follow-up with accounts and develop strategies for new resource development
- Ensure campaign materials are delivered when requested
- Assist with campaign planning and special events of assigned accounts
- Make presentations at training sessions
- Represent United Way and sponsoring companies during events

Qualifications:

- Minimum of one year in Business, Non-profit Management or other related program
- Client and organization-centered attitude
- Superior time and project management skills
- Experience in public speaking and group presentations
- Established communication and interpersonal skills
- Willingness to be a team player
- Ability to reliably travel to local businesses and organizations
- Demonstrated administrative experience and ability to communicate professionally with individuals at all levels of management
- Proficient in use of e-mail and Microsoft Office Suite, specifically Word and Excel
- Ability to commit to 20-40 hours/week for 10 weeks in the summer, possibility to extend will be considered

Application:

To apply, send a cover letter, resume and relevant writing sample in pdf form to gxuereb@uwewh.org with the subject line: "Resource Development Summer Associate"