

United Way of the Mid-South

Title: Associate, Driving the Dream

Salary Range: \$38,000 to \$41,000

Posting Dates: 05/24/2019 through 06/07/2019

Organizational Overview

United Way of the Mid-South is a multi-million-dollar non-profit, public charitable foundation that mobilizes financial and human resources, across 8-counties, to meet critical needs and to help ensure that hundreds of thousands of Mid-Southerners can achieve their highest potential. We support high-performing nonprofit agencies that are on the front lines fighting to decrease poverty in our community by addressing the essential building blocks for success – education, financial stability, and health – while maintaining vital safety net services in food, shelter, and safety for individuals facing crisis situations. By joining United Way of the Mid-South, you are uniting with a team that is moving the needle on poverty and making our community a place where everyone can thrive.

Position Overview

The Associate, Driving the Dream will provide operational support to the DTD director and the DTD team in the development, engagement, recruitment, and support of DTD referral network agencies. The ideal candidate is a flexible, well-organized, team player who has excellent computer and administrative skills, is comfortable interacting with all levels of internal and external customers, and is able to successfully support the fast-paced work of senior-level colleagues.

Primary Duties and Responsibilities

- Provide administrative or operational support with limited supervision for the DTD director and staff.
- Provide support in the development of grant proposals and funder performance reports.
- Respond to inquiries from external organizations about DTD, and provide requested collateral materials and information.
- Oversee and/or perform duties associated with scheduling and organizing meetings.
- Assist in scheduling and planning for events, including coordinating arrangements for participants, handling logistics, preparing and disseminating materials, as needed.
- Compose and draft documents and correspondence for presentations, course handouts, grants, conferences, seminars, and reports; perform substantial editing and fact-checking.
- Create complex reports and spreadsheets which may utilize specialized software and systems.

- Oversee and/or process a variety of complex financial transactions; produce, monitor, and reconcile budget statements; research, identify, and resolve discrepancies.
- Other duties may also be assigned

Qualifications

- Associate's degree in Communication, Education, Social Work, Public Administration or other related fields.
- One year of experience working in the human services field.
- Demonstrated commitment to the field and a passion for serving under-served and under-resourced individuals, families and/or communities; particularly people living in poverty.
- Quick learner, possessing superior judgment.
- Good sense of humor and ability to work well under pressure.

Supervisory Responsibility

- No direct supervision required.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee may lift and/or move up to 30 pounds. There may be additional physical requirements associated with a volunteer event. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Working Conditions

United Way of the Mid-South is an equal opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way of the Mid-South will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

This position must be willing to work flexible hours outside of normal business hours. Must have valid Driver's License, car insurance and reliable transportation. Must have a personal cell phone to communicate outside of the office.

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 position. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

United Way Core Competencies for All Staff

- **Mission-Focused:** Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before the process and 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.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Application Process

Qualified applicants should send cover letter, resume, and three references (with phone numbers) to the attention of careers@uwmidsouth.org. Please be sure to reference the position for which you are applying in the subject line of your correspondence. For more information about United Way of the Mid-South, please visit us online at www.uwmidsouth.org.