ORANGE COUNTY UNITED WAY
JOB ANNOUNCEMENT

Job Title: Corporate Engagement Coordinator
Reporting To: Associate Director, Corporate Engagement
Department: Corporate Engagement
Non-Exempt

Purpose of Position
To provide administrative support and coordination to the Corporate Engagement team

Core Competencies
- Problem Solving and Decision Making
- Communicating and Influencing
- Tech Savvy
- Detail Oriented
- Partnering and Teamwork
- Personal Excellence

Key Duties and Responsibilities
- Administrative lead for Corporate Engagement team
- Support Volunteer Engagement team with matching corporate groups to volunteer opportunities, and tracking volunteer data
- Implement process improvements in CRM (Andar and Salesforce) in order to streamline administrative operations and provide necessary reporting
- Organize and send all corporate CEO thank you letters
- Manage monthly direct mailings to donors ($25-$9,999)
- Write error-free, eloquent emails, letters and presentations for various events and announcements
- Manage contacts using Outlook and Andar
- Work in a professional and focused manner to schedule internal and external meetings including, but not limited to, executive and leadership team meetings, volunteer events, vendor meetings, project teams, etc.
- Prepare for meetings including setting agenda, work on presentations, booking conference rooms, setting up projector or video conferencing units
- Attend select meetings to track key notes and actions items, and facilitate the follow up of these activities
- Oversee the development of monthly reports, strategic plans and budgets
- Manage Corporate Engagement team governance – assist with tracking key deliverables, follow up
- Manage Corporate Cabinet, including: ensuring roster and CRM/database is updated, organizing meeting logistics, providing meeting support (set-up/organization, minutes, etc.) and maintaining communication/correspondence with chairs and members
- Support Corporate Engagement staff by coordinating all agency speakers, tours, fairs, and corporate volunteer activities with extreme attention to detail to ensure accurate information is provided to the speaker, company and staff
- Provide event and presentation support to Corporate Engagement staff at outward facing events
- Provide event support for organizational events including, but not limited to: Rally for Change, Read for the Record, Read Across America, Scorecard, Women’s Philanthropy Fund Breakfast, ECM Appreciation, etc.
- Generate personalized packets, letters, digital files and completion of material requests
- Maintain organizational wide calendar – working with department stakeholders to ensure it is current
- Maintain office supplies and campaign collateral inventory
- Perform other tasks as assigned
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**Job Requirements**
- Three years of experience in a secretarial or assistant position and/or other relevant work experience

**Technical Knowledge**
- Computer skills with emphasis on Microsoft office (Outlook, PowerPoint, Excel, Word)
- CRM, Andar, Formstack, SharePoint and Salesforce
- Advanced Excel preferred
- Experience in a business office, knowledge of business procedures and practices

**Physical Demands:**
These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions for this role. The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Set-up and take down for donor engagement events. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Participation in early morning and evening meetings and events will be required. The noise level in the work environment is usually quiet to moderate.

**Send resumes & cover letter to:**

Orange County United Way  
18012 Mitchell South  
Irvine, CA 92614  
recruiting@unitedwayoc.org