

United Way of McLeod County (UWMC) Program Manager

JOB SUMMARY

We are seeking a highly organized, goal-oriented program manager to join our organization. In this position, you will manage the day-to-day operations while acting as a liaison between the public and the UWMC Board of Directors. Come grow with us at the United Way of McLeod County and help us continue to enrich the lives of individuals in our community. The position offers the flexibility of working from home and will start out as part time but has the opportunity of becoming full time as we grow.

JOB RESPONSIBILITIES

1. Marketing and Communication

- Manage UWMC's social media and website
- Manage marketing initiatives through various communication mediums (e.g., print, digital, mailings)
- Create and/or update marketing content and materials, including annual Community Impact Report
- Manage communication with United Way of Greater Twin Cities, United Way Worldwide, and other United Way offices.

2. Office Management and Administrative Duties

- Manage office duties (e.g. email, calls, mail, etc.)
- Manage daily accounting tasks (e.g. deposits, online donations, data entry)
- Complete annual reporting necessary for United Way membership
- Prepare annual community small grant applications for UWMC board review

3. Fundraising and Event Planning

- Work with Board of Directors on annual campaigns
- Write and send solicitation letters for both individual and business donors
- Assist the Board of Directors with fundraising and planning events

4. Stewardship and Community Involvement

- Represent UWMC at various community events
- Actively grow individual and business partnerships with the UWMC Board of Directors
- Manage relationships with funded partners

JOB REQUIREMENTS AND QUALIFICATIONS

- 2+ years' previous experience in management, program management, administration, or related field
- Bachelor's degree in business or related field preferred
- Proficient computer skills, experience with Microsoft Office suite and social media
- Working knowledge of QuickBooks (accounting software) and Kindful (donor management software) preferred
- Experience with compiling and following a strict budget
- Excellent verbal and written communication skills
- Proven ability to work independently, multi-task, prioritize, and manage time effectively

To apply, please send a cover letter and resume to UWMC Board of Directors Vice President, Stephenie Olson, at Stephenie.Olson@MidCountryBank.com.