

**United Way of Greater Milwaukee & Waukesha County
2017 Community Campaign
Administrative Loaned Executive**



United Way of Greater Milwaukee & Waukesha County (UWGMWC) is currently seeking applicants for our 2017 **Administrative Loaned Executive** position. This assignment is a temporary position that begins July 10th, 2017 and ends December 14th, 2017.

The Administrative Loaned Executive assists the United Way of Greater Milwaukee & Waukesha County with daily administrative tasks throughout their annual community campaign.

United Way is a recognized national brand and is the largest funder of health and human services outside of the federal government. Funds raised through UWGMWC remain local and are invested in nearly 220-plus programs at over 110 local nonprofit program partners.

Essential Duties & Responsibilities

- Gain a working knowledge of UWGMWC.
- Assist with coordination of the kit packing process, which includes running reports and the preparation and packing of materials.
- Deliver kits and other materials to companies and/or individuals as needed.
- Assist with pledge card printing process (i.e. creating custom pre-printed pledge cards for workplace campaigns), which entails working with companies for specifications, running reports and printing pledge cards.
- Data clean-up/maintenance projects within ANDAR 360, United Way's donor database.
- Coordinate mailings using mail merges in Word, printing letters and envelopes, signing letters and stuffing.
- Complete weekly billboard updates with participating companies.
- Attendance and participation required for weekly report meetings, ongoing training sessions, and Community Campaign Kickoff and Closing Celebration.

Training – July 10-14, 2017

Formal Loaned Executive Training – July 31- August 11, 2017

Community Campaign Kickoff – August 30, 2017

Community Closing Celebration – December 14, 2017

A Successful Administrative Loaned Executive Must Consistently Demonstrate

- Ability to multi-task, move from one project to another with ease.
- Intermediate Excel skills are required to create spreadsheets for tracking purposes.
- Basic PowerPoint and Word required. Learn and utilize other computer programs and web-based reports. Ability to perform mail merges in Word, learn ANDAR (donor database), and effectively communicate via email and verbally.

Why Apply?

- LE's gain comprehensive sales, management and presentation skills.
- LEs are exposed to unique professional development and networking opportunities.
- LEs can increase their confidence, executive presence and leadership abilities.
- LEs strengthen their knowledge of community issues and organizations that address those issues.

Additional Requirements

- A valid driver's license, ability to drive, reliable vehicle and proof of auto-insurance coverage.
- High School diploma or GED equivalent and 1 or more years of experience doing administrative tasks in an office environment.

TO APPLY:

For further job criteria and complete details, click on <https://www.milwaukeejobs.com/j/25224757>. **Candidates meeting or exceeding job requirements are asked to apply directly at this web address ASAP.** Posting closes once adequate number of applicants is reached.

**Equal Opportunity Employer
M/F/Disability/Vet**