

COLORADO COMBINED CAMPAIGN ACCOUNT ASSISTANT

Community Shares of Colorado is a community giving fund benefiting hundreds of local nonprofit organizations. We partner with more than 150 workplaces (public and private) to enable employees to give to the nonprofits they choose. One of our largest campaigns is the Colorado Combined Campaign (CCC), the annual charitable workplace giving campaign of Colorado state government employees. We seek a CCC Account Assistant who will work closely with the CCC team to assist in the daily operation and successful implementation of the 2016-2017 campaign. The role is non-exempt, part-time and seasonal, running mid-September 2016 through late December 2016. This position is projected to be 15 to 20 hours per week. Projected compensation is \$13 to \$15, depending on experience.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Exemplary organizational skills related to data, information, events and people. Very high commitment to serving customers (donors, volunteers, partners) and being part of a team with other staff. Keen attention to detail.
- Able to set and maintain schedule, prioritize projects and meet deadlines. Learn and maintain systems and processes.
- Effective administration of information including data entry, database management, recordkeeping and maintaining current contact lists.
- Excellent interpersonal and communication skills, and comfort with working with diverse groups of people, including workplace donors, campaign volunteers and partner nonprofit representatives.
- Personable and effective phone skills including ability to field questions from volunteers, donors and nonprofits.
- Self-directed and diligent in work with the willingness to ask questions when necessary.
- Proficiency in Microsoft Office, especially Excel, and comfort learning and using online applications and database systems.
- Bachelor's degree or four years related experience preferred.

CCC ACCOUNT ASSISTANT CORE RESPONSIBILITIES

- Work with state employee volunteer leaders to support their departmental fundraising events, nonprofit fairs and other outreach opportunities. Staff CCC information table.
- Serve as point person for incoming CCC calls from volunteers, donors and nonprofit members, providing information when able and directing calls to other CCC team members as appropriate.
- Inventory and prepare campaign supplies and materials and deliver them to state institutions around the metro area.
- Prepare reports and correspondence and send them to internal and external audiences.
- Coordinate member nonprofit participation and CCC details for fundraising events, nonprofit fairs and other outreach opportunities.
- Enter and retrieve data using online giving tool and database, and contact database. Provide campaign progress reports as requested.

- Willingness to perform other duties as assigned throughout the campaign as determined by the CCC Director and CCC Coordinator.
- As the CCC supports a diverse family of member nonprofits, able to positively and enthusiastically represent and fundraise on behalf of all member nonprofits.

PHYSICAL REQUIREMENTS TO PERFORM JOB

- Ability to manage computer system and phones.
- Must be able to lift 35 pounds.
- Valid driver's license, proof of insurance, reliable auto transportation and ability to travel throughout the six-county Denver metro region in locations and at times when public transportation is unavailable. (Community Shares offers mileage reimbursement for all business travel.)

SCHEDULE

This position will work a variable schedule of 15 to 20 hours per week. The office hours of Community Shares of Colorado are 8:30 a.m. to 5 p.m. The CCC Account Assistant may be required to staff campaign events outside of office hours based on availability of workplaces and employees.

APPLICATION PROCEDURE

Please email a cover letter and résumé to apply@coloradocombinedcampaign.org. Address cover letters to Sara Joss, Colorado Combined Campaign Coordinator. Applicants should refer to applicable skills and experience in cover letter. Interviews will begin in August 2016 and continue until the position is filled.

Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. The corporation provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.