



LIVE UNITED

Stakeholder Mobilization and Engagement Officer

Reports to: Director of Resource Development

Purpose: The Stakeholder Mobilization and Engagement Officer is charged with assuring that all stakeholder engagement results in meaningful and fulfilling experiences. The position is intended to ensure that United Way of Southwestern Indiana's donors, volunteers, provider partners, and other stakeholders emerge from engagement activities and events as advocates for our work and openly appreciative of the experience(s) they have with us. The priority roles of the position are: the administration of a volunteer mobilization program that links interested people to UWSWI's community-based activities; the nurturing and delivery of meaningful volunteer opportunities that align with corporate and community partner interests; the tracking of satisfaction rates and prioritization of responses that improve experiences; and the support of social media that connects people to our events and activities. The position is expected to combine a stakeholder-centric approach to event and activity planning, and have an in-depth understanding of the type of engagement that builds UWSWI's value in the eyes of participants. The Officer (in concert with Resource Development and Community Impact staff) will establish and execute a plan that simultaneously maximizes the impact of the mobilization efforts and prioritizes the stakeholders whose experiences and voice we most want to strengthen.

Essential Functions and the Percentage of Time spent on each:

1. 40% Manage volunteer mobilization program and events.
2. 20% Develop and deliver of volunteer initiatives that align with the goals of our Corporate and community partners
3. 10% Manage the Mobilization Volunteer Cabinet, including recruitment of Cabinet members and provide support
4. 10% Manage the Day of Caring annual event
5. 10% Support social media tools that to increase awareness of mobilization events and drive participation.
6. 10% Oversee Volunteer Management Platform and day-to-day administrative requirements as needed.

Minimum Job Requirements: *Knowledge, Skills and Abilities*

- Education: BA degree required in related field
- Experience: Three plus years of customer-centric program and event management; applied customer-centric relationship and problem solving skills; strong oral and written

communications skills with an ability to effectively engage diverse groups of individuals and organizations.

- **Working conditions:** At least 60% of the time will be away from the office. Adequate transportation is essential.
- **Technical Experience:** Proficient and relevant knowledge and skills with a focus on customer relationship management systems, social media tools, and office software programs.

TO APPLY:

To respond to this opportunity, please submit your resume to:

HR@unitedwayswi.org

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.