



United Way of Sandusky County, Inc.

Position Title: Program & Administrative Coordinator

Description: Provides both administrative support to the CEO/President and carries out administrative duties for various programs, projects, and services including but not limited to First Call for Help (FCFH) Information & Referral Service and the Cancer Care Fund.

Classification: Full time, Non-exempt

Supervision: Reports directly to the United Way CEO/President

Essential Functions of the Position:

General:

1. Provides exceptional customer service when responding to inquiries from donor companies, individuals, other United Ways, special grant recipients and funded or designated agencies.
2. Greets visitors to the United Way Office and performs other miscellaneous duties, including answering the telephone and taking complete and accurate messages.
3. Directs or coordinates special projects as assigned.
4. Maintains confidentiality of sensitive information.
5. Other duties as identified by CEO/President

Finance:

1. Provides monthly financial reports to both the CEO/President and Accountant.
2. Assists annual audit team preparing all documentation, files, and fact finding for the team.
3. Prepares checks for deposit. Ensure all checks received (through mail and campaign envelopes) are deposited within a maximum of two weeks of receipt.
4. Prepares purchase requisitions with proper codes for approval by the CEO/President to be paid in a timely manner.
5. Maintains current log of all account balances, CD maturity dates, financial institution, fund purpose, etc.
6. Annually acquires and maintains a record of new signatures for all financial accounts (Board Chair, Treasurer & CEO/President).
7. Maintains up to date list of all office equipment for audit and depreciation purposes.

Campaign:

1. Assists with campaign audit process including the accurate and timely posting of campaign data, maintaining accurate and up to date information on accounts, etc.
2. Assumes responsibility for day-to-day operations of the campaign software system including but not limited to daily input, maintaining campaign structure and records as well as interfacing with campaign software vendor.
3. Maintains and produces campaign records and files (electronic and hardcopy) including but not limited to campaign analysis reports, campaign summary reports, account summary reports, history of giving, etc. to support the CEO/President, Accountant, and volunteers.
4. Monitors uncollectable pledges and provides appropriate reports of such including the initiation of collection.
5. Manages the application process, under the guidance and direction of the CEO/President, for the annual State Combined Charitable Campaign and Combined Federal Campaign for our agency and/or member agencies, as appropriate.
6. Develops and implements processes to ensure duplication of entries does not occur, and that solicitation and/or no solicitation is determined for each campaign account including necessary materials to be supplied, etc.
7. Assists in the preparation of Campaign packets, materials, mailings, etc. including updating of such materials before the initiation of each campaign.
8. Prepares billings for pledges, prints pledge reminders, and ensures that thank you letters are processed on a timely basis.
9. Compiles, prints, and maintains files of final campaign designations reports and ensures that agency recipients are notified. Compiles and issues designation payout in June of each fiscal year to non-member agencies.
10. Supports the CEO/President in facilitating clear communication among all levels of campaign volunteers. Prepares campaign materials, updates forms, and prepares campaign reports utilizing the campaign database.

Compliance:

1. Attends Board meetings, and takes and transcribes meeting notes, including executive sessions as requested. Types and forwards meeting minutes to Board Secretary for approval after each Board meeting.
2. Maintains annually, and as necessary, current records of all Board members, conflicts of interest and ethics documentation.
3. Compiles and submits annual reports for United Way Worldwide (UWW), including Database I & II reports; submits to CEO/President for approval prior to submitting to UWW.

4. Maintains files on all required forms and certifications from funded agencies (Patriot Act Compliance Form, State Certifications, IRS Determination Letter, etc.)

Program Support:

1. Provides administrative support for FCFH including budgeting, planning, and Refer Net database management.
2. Provides telephone coverage i.e. answering the FCFH phone lines, providing accurate information and referral assistance through Refer Net.
3. Provides administrative support for the Sandusky County Cancer Care Fund including budgeting, planning, fundraising, and client interaction.
4. Performs administrative duties of the FCFH service and Cancer Care Fund program.
5. Collaborates with the CEO/President in designing strategic initiatives and implementation of strategic goals. Collects and evaluates benchmark practices and other information needed to support the management and leadership of an Information and Referral Service.
6. In the absence of the CEO/President, serves as his/her representative for the United Way in business and/or campaign activities. Provides information, answers questions, and explains the mission of the United Way.
7. Records and maintains all information and referral call statistics, preparing monthly summaries and annual reports for the CEO/President.
8. Maintains the Sandusky County Information Referral Directory, which includes annual updates in ReferNet.
9. Maintains current information on community activities, program and service availability, and is able to research resources for clients contacting the FCFH service.
10. Works collaboratively with the Marketing & Events Coordinator to develop ongoing marketing strategies for FCFH and the Cancer Care Fund.
11. Establishes and maintains open lines of communication with community groups to keep abreast of current services and community needs. Serves on those community boards and advisory groups as perceived pertinent to the position by the CEO/President.
12. Maintains files on all Cancer Care Fund and FCFH projects, including policy and procedure development.

Physical Factors:

Requires sitting and standing for long periods of time while working in an office environment. Occasionally lifts up to 25 pounds.

Qualifications:

- Minimum of an associate degree in office administration, business/accounting management, or related field. Bachelor's degree preferred.
- Prefer a minimum of 2 years of experience with general accounting principles – financial statements, general ledger, accounts receivable, accounts payable, bank reconciliation.
- Prefer an individual with a knowledge base of the services and organizations in Sandusky County.
- Must have own transportation available and current Ohio driver's license or access to transportation to fulfill job responsibilities.
- Must successfully pass drug screening, Bureau of Criminal Identification and Investigation (BCII) and FBI background checks.

Skills:

- Ability to perform basic accounting functions.
- Exhibit attention to detail.
- Ability to communicate with diverse groups/individuals at all levels, to work in a deadline driven environment, to develop and maintain effective working relationships with co-workers, businesses, government agencies, and other job contacts.
- Demonstrate ethical conduct and good character.
- Ability to work independently and as a team.
- Exhibit flexibility in work schedule and job tasks.
- Ability to conceptualize, implement, and evaluate processes.
- Strong written and oral communication skills.
- Ability to operate personal computer and software, including competence in Microsoft Office Suite (Word, Excel, Powerpoint, Outlook, Publisher, etc.).
- Ability to operate telephone, copier, fax machine, and other office equipment.

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