



Lubbock Area United Way

**LUBBOCK AREA UNITED WAY**  
Job Description  
Campaign Support Specialist

**Reports To:** Director of Strategic Donor Engagement  
**FLSA Status:** Non-Exempt  
**Prepared By:** Amanda McAfee, President & CEO  
**Prepared Date:** March 10, 2025  
**Approved By:** Amanda McAfee, President & CEO  
**Approved Date:**

**SUMMARY**

The Campaign Support Specialist builds, manages, and stewards relationships with donors and prospects to increase annual giving. Effectively manages assigned donor and volunteer groups. Works collaboratively with the Director of Strategic Donor Engagement to develop and implement effective fundraising strategies. This position represents United Way at community functions and recruits/manages volunteers to provide support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Manage and support local government employee campaigns. Assist in program development, including recruitment, training, and ongoing support. Provide accurate reports to volunteers throughout the campaign.
2. Manage and support the State Employee Charitable Campaign. Assist in program development, including recruitment, training, and ongoing support. Provide accurate reports to volunteers throughout the campaign.
3. Complete assigned CEO calls to steward relationships, receive feedback, and engage companies in LAUW activities, including employee support, volunteering, sponsorship, employee giving, etc.
4. Represent LAUW in the Chamber Ambassador Program, identifying potential partnerships and donors and connecting prospects with appropriate LAUW staff.
5. Develop effective relationships with community partners, donors, volunteers, and prospects that increase long-term support.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **EDUCATION and/or EXPERIENCE**

An associate degree or some college education; non-profit or fundraising experience is a plus; proficient use of all Microsoft Office products. Strong organizational skills and a proven ability to manage multiple detailed tasks and projects are imperative.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## **SKILLS**

Ability to establish and maintain effective working relationships with a variety of volunteers and donors.

Ability to plan, organize, and run meetings; recruit, train, and work with volunteers to accomplish goals.

Effective verbal, listening, writing, and communication skills; attention to detail; and a high level of accuracy.

Computer skills, including spreadsheet, word processing, and email at a highly proficient level.

Ability to work cooperatively as a team member.

Ability to manage large amounts of information presented in written and oral information in a fast-paced environment. Ability to manage multiple projects and volunteers.

## **PHYSICAL DEMANDS**

United Way employees must have the ability to work in a routine office environment. This includes long hours sitting while using a computer and other basic office equipment, which may cause eye and muscle strain. All employees make personal visits to various locations in the South Plains area, which requires reliable transportation and the ability to navigate to each location.

Employees may occasionally lift materials and supplies of up to 25 pounds.

## **WORK ENVIRONMENT**

United Way employees work in a fast-paced environment. All staff manage numerous interruptions including, but not limited to phone calls, e-mails, visitors, and impromptu meetings.

Reasonable accommodations as stated in Title 1 of the Americans with Disabilities Act may be made to enable individuals with disabilities to perform essential duties and responsibilities.

Interested applicants please email your resume and cover letter to [amcafee@lubbockunitedway.org](mailto:amcafee@lubbockunitedway.org).

