

Position Title: Account Executive-United Way Northwest Georgia

Reports To: Director of Donor Relations

Position Type: Seasonal Contract (Mid-July – Late November)

Purpose of Position

The Account Executive supports the success of United Way of Northwest Georgia's annual campaign by managing workplace giving campaigns within assigned business and organizational accounts. This role focuses on fundraising, relationship building, and increasing awareness of United Way's community impact.

This is a highly relational, in-person position that requires frequent face-to-face interaction with businesses, employees, volunteers, and community leaders through meetings, presentations, campaign kickoffs, and events. Success in this role depends on effective communication skills, professionalism, and the ability to build meaningful connections throughout the community.

Key Responsibilities

Fundraising & Campaign Support

- Develop a strong understanding of United Way and its Community Partners.
- Manage assigned workplace campaigns and identify opportunities for growth and engagement.
- Build relationships with Employee Campaign Coordinators and company leadership.
- Plan and support campaign meetings, presentations, kickoffs, and events.
- Deliver engaging presentations that educate and inspire potential donors.
- Train campaign teams in storytelling and fundraising best practices.
- Coordinate Impact Tours, speakers, and volunteer opportunities.
- Provide campaign materials and customized support for each organization.
- Ensure timely completion of campaign reports and pledge information.

Administrative Responsibilities

- Maintain accurate account records and campaign notes through CRM/database systems.
 - Respond to emails and phone calls professionally and promptly.
 - Attend Campaign Cabinet meetings, trainings, and community events as requested.
 - Submit reports and updates to the Director of Donor Relations in a timely manner.
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Job Requirements

Education & Experience

- Bachelor's degree preferred (or currently pursuing) in Communications, Marketing, Business, Nonprofit Management, or related field.
- Previous experience in fundraising, sales, customer service, or public relations preferred.

Skills & Abilities

- Bilingual in English and Spanish required.
- Strong interpersonal, communication, and public speaking skills.
- Ability to build relationships and work effectively with diverse groups.
- Strong organization, time management, and critical thinking skills.
- Proficiency in Microsoft Office 365 and CRM/database systems.
- Ability to manage multiple projects in a fast-paced environment.

Other Requirements

- Passion for community impact and nonprofit work.
 - Ability and willingness to work extensively in-person throughout the community.
 - Flexible schedule, including occasional evenings and weekends.
 - Valid driver's license, reliable transportation, and current car insurance required.
 - Ability to lift and carry up to 50 pounds as needed.
 - Ability to maintain confidentiality of sensitive information.
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This position offers valuable hands-on experience in fundraising, nonprofit leadership, community engagement, and corporate relationship management while helping create lasting impact across Northwest Georgia.