



Watertown Area United Way
P.O. Box 283
Watertown, SD 57201
605.886.5815

www.watertownunitedway.org
director@watertownunitedway.org

Job Title:

Community Engagement & Administrative Coordinator

Position Summary:

Watertown Area United Way is seeking a highly organized, dependable, and community-minded individual to join our team as a Community Engagement & Administrative Coordinator. This full-time, salaried position will provide essential administrative and operational support to Watertown Area United Way while assisting with donor communications, campaign activities, volunteer coordination, events, marketing, and community engagement.

Key Responsibilities:

Administrative, Office, & Board Support

- Provide day-to-day administrative and operational support to the Executive Director and Watertown Area United Way.
- Maintain organized electronic and physical files, records, and documentation.
- Enter, update, and maintain accurate donor, pledge, payment, campaign, and organizational information.
- Assist with processing donations, acknowledgments, invoices, correspondence, and routine financial and administrative documents.
- Prepare letters, reports, forms, presentations, meeting materials, and other documents as needed.
- Assist with scheduling, calendars, meetings, Board and committee materials, and meeting logistics and follow-up.
- Assist with mail, scanning, copying, filing, and other routine office functions.
- Maintain confidentiality of donor, financial, personnel, Board, and organizational information.

Donor, Campaign & Development Support

- Assist with the administrative coordination of the annual United Way campaign.
- Maintain accurate campaign records, pledge information, donor information, and follow-up lists.
- Assist with preparing campaign materials, packets, correspondence, presentations, and other resources.
- Support donor acknowledgment, recognition, and stewardship efforts.
- Assist with campaign meetings, events, incentives, and other campaign-related logistics.
- Assist with tracking campaign progress and preparing information for the Executive Director and Board of Directors.
- Assist with grant applications, funding requests, and related documentation.
- Assist with donor and investor communications as directed by the Executive Director.

Communications, Community Engagement & Events

- Assist with routine communications, including correspondence, newsletters, social media, and website updates.
- Help prepare, organize, and distribute campaign, promotional, and community information.
- Assist with gathering information, photos, and content for communications and marketing efforts.
- Assist with planning and coordination of United Way events, meetings, volunteer activities, and community initiatives.
- Coordinate volunteer schedules, communications, engagement, and recognition.

Mission Statement: The Watertown Area United Way is a non-profit community-based volunteer organization whose purpose is to assist in meeting human care needs of Watertown Area residents.



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- Assist with communications and coordination with partner agencies, community organizations, businesses, and volunteers.
- Provide staff support at selected community events and activities.
- Represent Watertown Area United Way at community activities, meetings, and events as appropriate and assigned.
- Support projects that strengthen United Way's visibility and connections within the community.

Other Responsibilities

- Perform other duties and special projects as assigned in support of the mission and goals of Watertown Area United Way.

Qualifications:

The ideal candidate will possess:

- Strong organizational and time-management skills, with the ability to manage multiple priorities and deadlines while maintaining attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office, including Word, Excel, Outlook, and PowerPoint as well as social media platforms.
- Ability to learn and effectively use donor management, database, and other organizational software.
- Ability to maintain accurate records and manage multiple priorities and deadlines.
- Strong interpersonal skills and the ability to communicate professionally with donors, volunteers, Board members, partner agencies, businesses, and community members.
- Ability to maintain confidentiality and exercise good judgment when handling sensitive information.
- Self-motivated, dependable, and able to work independently as well as part of a team.
- Flexible and willing to assist with a variety of responsibilities in a small nonprofit organization.
- Interest in and commitment to the mission of Watertown Area United Way and the Watertown community.
- Previous experience in nonprofit, administrative, office management, communications, fundraising, or community engagement is preferred.

Position Details:

- **Position:** Full-Time, Salaried
- **Compensation:** Starting at \$40,000+ annually, based on experience
- **Benefits:** Benefits package to be determined
- **Schedule:** Generally Monday–Friday during regular business hours, with occasional evenings and weekends required for meetings, campaign activities, events, and community activities.
- **Location:** Watertown, South Dakota

To Apply:

Please submit your cover letter & resume to director@watertownunitedway.org.