

**TULSA AREA UNITED WAY
CAMPAIGN FELLOW JOB DESCRIPTION**

Position: Campaign Fellow

Reports to: Campaign Staff

Objective: Assist staff and volunteers in fundraising for the annual campaign within assigned division(s).

Assignment Length: 12 week, temporary, full time – August 30 to November 19

Skills Required:

- Organization
- Public Speaking
- Initiative
- Multi-tasking
- Flexibility
- Microsoft Office and Virtual Platform knowledge – Zoom, Teams, Webex, etc.
- Access to strong internet connection
- Access to reliable transportation

Responsibilities:

- Establish relationship with Employee Campaign Coordinators (ECCs) and other pertinent personnel. Work with companies to plan the new virtual campaign.
- Coordinate logistics for virtual employee meetings. Present and moderate virtual meetings, including videos and TAUW partner agencies.
- Follow-up and monitor all assigned accounts providing weekly updates to campaign staff regarding campaign timelines, goals, and progress.
- Review accounts and identify strategies to increase participation and leadership donors of established campaigns.
- **Identify and execute strategies to initiate campaigns at non-giving companies.**
- Attend and participate in all scheduled major events, which may include early mornings and late evenings.
- Adhere to TAUW's "Code of Ethics."
- Other duties as assigned or needed to achieve success.

To apply send resume and cover letter to fellows@tauw.org.