

United Way of the Greater Lehigh Valley Job Posting

Posting Date: August 16, 2019

Application Close Date: August 30, 2019

Position Title: Labor Liaison

Department: Resource Development

Supervisor: Raymond Santiago, Director, Workplace Engagement

Position Status: Regular Full Time, Salary, Exempt

Position Description

The Labor Liaison facilitates volunteer and financial donations from companies with a labor presence; initiates, maintains and improves relationships with organized labor; ensures the success of the TeenWorks program; and leverages the relationships financially. The position is responsible to maximize annual revenue and donor engagement through workplace campaigns by developing, cultivating and managing relationships.

Specific accountabilities:

1. Develop & execute labor relations strategy (30% of time): act as liaison to labor unions and build relationships with key labor contacts, attend monthly labor council meetings, rallies, other events, rapid response booklets and community response to emergencies/mass layoffs, solicit sponsorships from labor councils, serve as labor representative on PPAC, support for all campaigns with a labor presence.
2. Manage workplace campaign accounts (50% of time): assist and direct employer campaign coordinators in execution of activities for a successful campaign, directly solicit donations to UWGLV through workplace presentations and electronic pledging systems, maintain CRM data, build and manage relationships, cultivate new accounts, oversee SECA campaigns including supervision of SECA loaned reps
3. Oversee TeenWorks program and board (10% of time): actively solicit revenue for TeenWorks, run all aspects of several large TeenWorks events (Dinner, Picnic), recruit board members for TeenWorks (adults & pre-teens), build rapport with education associations to increase TeenWorks presence and champions

Work Experience and Skills

- 5-plus years of experience in the labor movement. Strong understanding of AFL-CIO organizational structures and complex dynamics of local labor movements. An existing network or relationships with labor community stakeholders and leaders in the Greater Lehigh Valley.
- 3-5 years of experience in donation solicitation in a non-profit environment, similar sales experience or other related business experience.
- Fluent in the English language, both oral and written, including correct punctuation, spelling and grammatical usage.
- Comfort and proficiency with presentation skills both one-on-one and publicly.
- Proven experience in personal relationship building, socializing professionally in both intimate settings and at larger social events.
- During campaign season (September – January) some accounts will require presentations very early in the morning, late at night and on limited occasions the weekend. Must be able to provide own transportation to such meetings at various locations in Northampton, Lehigh and Carbon counties.
- Proficient in Microsoft Windows, Word, Excel, Outlook, Power Point. Familiar with customer relationship management (CRM) software.

HR Diversity Statement

We believe that diversity of thought as well as cultural diversity of staff and volunteers strengthens United Way of Greater Lehigh Valley's ability to achieve its mission, vision, philosophy and values. United Way is committed to having a workforce and volunteer teams that reflect and celebrate the diversity of our community in all respects. Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

How to Apply

Interested candidates may e-mail a resume and/or cover letter to:

United Way of the Greater Lehigh Valley

Attn: Mary Terp, Director, Human Resources

maryt@unitedwayglv.org

Phone 610-807-5712

GIVE. ADVOCATE. VOLUNTEER.

**United Way of the
Greater Lehigh Valley**

UnitedWayGLV.org

