



Campaign Executive, Public Sector Job Description

Position Title: Campaign Executive

Reports To: Government Relations Manager

Temporary Position: August 18, 2014 – November 7, 2014

Position Summary

Under general supervision of the Government Relations Manager, this temporary full-time position is responsible for the management of assigned state departments for the legislatively mandated California State Employee Charitable Campaign (CSECC) during the 2014-15 Campaign. The Campaign Executive will work with state departments by managing new and existing relationships, assisting them with their campaigns, supporting volunteers within the departments, and serving as your agency's ambassador to various state employees and the nonprofit community. Campaign Executives will communicate the importance of a charitable giving campaign to potential new and existing donors.

Mandatory training is scheduled from August 18, 2014 to August 20, 2014.

The program consists of approximately 40 hours per week for 12 weeks starting August 18, 2014 and ending on November 7, 2014.

Responsibilities

The major responsibilities of this position include, but are not limited to:

- Prepare and conduct fundraising presentations with high level management, employees and other nonprofits
- Manage a portfolio of assigned accounts of state departments throughout the Sacramento region
- Communicate with state employees throughout California to strategize, organize, and promote charitable giving campaign in the workplace
- Help implement annual campaign strategies to meet growth objectives within assigned portfolio
- Partner with nonprofit staff and volunteers to meet with Directors and Agency Secretaries
- Develop relationships with campaign department chairs and statewide leadership team
- Develop and prepare campaign communications and marketing materials to support the campaign
- Provide excellent customer/donor service
- Seek opportunities to market and promote CSECC

Knowledge, Skills & Abilities

- Strong interpersonal communication skills with an emphasis on both written and verbal presentation skills
- Ability to work irregular hours including evenings and weekends
- Work in an office environment, lift and move objects up to 40 pounds such as large binders, books, boxes, campaign materials, etc.
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as a telephone, computer and calculator
- Ability to maintain a polished professional appearance
- Public speaking experience, with the ability to conduct presentations with positive and motivational energy to audience sizes greater than 100 people
- Demonstrated excellence in prioritizing, problem solving organizational skills, delivering customer satisfaction, multi-tasking and meeting deadlines

- Proficiency in internet research skills, email, Microsoft Word, Excel, PowerPoint, Outlook and databases
- A valid California driver's license, satisfactory driving record and access to a reliable vehicle. Frequent travel throughout the California Capital Region is required
- A team player who can work in a fast paced, results driven, diverse environment, lead diverse groups of people and exhibit good judgment

Desired Education and Experience

- Bachelor's degree in communications, political science, government or related work experience a plus
- Multi-lingual skills are a plus

Special Requirements

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles, and adequate automobile insurance; possession and maintenance of a good driving record (as evidenced by freedom from multiple or serious traffic violation for at least a two-year duration) that does not contribute to an increase in UWCCR insurance rates