



United Way of Greater Rochester Career Opportunity

Join the team!

If you are interested in joining a dynamic team of community ambassadors to serve Greater Rochester with your time and talent, consider a career with United Way.

Mission

Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners and people in need to make this community stronger and more vibrant together!

Values

Our core values define who we are and how we serve our community together. United Way and our team members are caring, trustworthy, collaborative, innovative, respectful and results-oriented.

Job Title: Marketing and Communications Project Manager

FLSA Classification: Exempt

Reports to: Director of Marketing and Communications

Date: March 2018

Summary

This position is responsible for managing all of the logistics of multiple marketing and communications projects, including establishing milestones and timelines, budgets, collaboration of staff resources, interdepartmental requests, third party/vendor coordination and successful project execution.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drives new project initiatives in support of the Agency's strategic plan timely and efficiently
- Partners in the development and implementation of business solutions with the Director, internal stakeholders and functional teams to deliver end-to-end management for the interconnected sets of project deliverables
- Evaluates effectiveness of individual projects and adjust work plans as necessary
- Develops project, communications, quality management, risk, and contingency plans



- Unravels, defines and documents complex business requirements/processes, including lessons' learned post implementation and other associated documentation
- Solves problems, resolves conflict and remains calm under pressure
- Manages project issue logs and resolutions
- Stays abreast of trends on market and digital media “best practices” ensuring effectiveness of project deliverables and value to the Agency
- Manages costs of deliverables to ensure whole plan stays on budget
- Prioritizes projects and tasks based on prominence and deadlines, and help others to do the same
- Must be capable of reliable and predictable attendance
- Consistently demonstrates the values and mission of the United Way
- Performs other duties as assigned

Competencies

- Attention To Detail
- Business Acumen
- Customer/ Client Focused
- Collaborative/Team Player
- Communication Proficiency
- Influencer
- Organization Management
- Project Management
- Technical Capacity
- Time Management

Supervisory Responsibility

None

Physical Demands/ Work Environment

(See attachment)

Travel

None required for this position

Required Education and Experience

- Bachelor's degree from an accredited program with 5 years of experience in project management in the communications and/or advertising industry; or equivalent combination of education and experience



- Demonstrated experience in managing multiple projects of various sizes on weekly, monthly and yearly basis
- Demonstrated experience working with colleagues across varied job functions (i.e. designers, copywriters, finance team members, executives, print and digital production, etc.)

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position.

United Way of Greater Rochester is an Equal Opportunity Employer



Physical Requirements/Work Environment

Activity	% of Time Performing Task			
	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Hand/ Eye Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Over/ Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling/ Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/ Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thrusting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting at Waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/ Pull Max Force	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
0-20 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-39 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand Movement	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finger Dexterity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Hearing Requirements	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
% of Time Performing Task				
Vision	Rare 0-30%	Occasional 30-60%	Frequent 60- 90%	Constant 90-100%
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preparing/ Analyzing Figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Color Distinction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying				
	Rare 0-30%	Occasional 30-60%	Frequent 60- 90%	Constant 90-100%
1-10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-24 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-35 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Conditions				
	Rare 0-30%	Occasional 30-60%	Frequent 60- 90%	Constant 90-100%
Working in Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Dust/ Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Chemicals/ Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/ Machines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working From Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety/ Clothing Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Noise Levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night/ Dark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving a Vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Name _____

Signature _____

Date _____

The signature above constitutes your understanding of the requirements, essential functions and duties of the position.