

Workplace & Community Engagement Manager

Part-Time | 20 Hours per Week | \$25–\$30 per Hour, commensurate with experience

Reports to: Executive Director

The Workplace & Community Engagement Manager builds and maintains relationships with local businesses and community members to strengthen support for United Way's work across Windham County.

This role leads employee giving partnerships, supports fundraising outreach, and helps translate community impact into meaningful opportunities for people to give and get involved.

This part-time position focuses on steady relationship-building, consistent outreach, and thoughtful engagement—not high-pressure sales or volume-based fundraising.

Key Responsibilities

Workplace Partnerships & Fundraising

- Build and steward relationships with workplace partners and community stakeholders
- Coordinate and support employee giving campaigns within local workplaces
- Invite individuals and businesses to contribute financial support
- Guide partners through giving options and participation opportunities
- Track campaign progress and assist with follow-up and stewardship

Engagement & Campaign Support

- Develop welcoming, values-driven workplace engagement plans
- Help set participation and contribution goals in partnership with the Executive Director
- Prepare campaign materials

Communications & Storytelling

- Draft and distribute newsletters and email campaigns (Mailchimp or similar)
- Create campaign graphics and materials (Canva)
- Update website and maintain social media presence
- Gather stories, photos, and testimonials that highlight impact

Events & Community Initiatives

- Support community events and engagement projects as capacity allows
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Qualifications

- Experience in fundraising, partnerships, and community engagement
 - Comfortable making relationship-based funding asks
 - Strong writing and communication skills
 - Experience with Mailchimp (or similar), Canva, and social media platforms
 - Organized and able to manage priorities within part-time hours
 - Valid driver's license and reliable vehicle for local travel
 - Knowledge of Windham County preferred
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Compensation & Benefits

- \$25–\$30 per hour, commensurate with experience
 - 20 hours per week
 - Flexible schedule with some remote options
 - On-site childcare available
 - On-site cafeteria
 - Access to walking trails
 - Collaborative shared-campus environment
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Work Environment

This flexible role allows for schedule choice within organizational needs. Some evening events and local travel required. We prioritize sustainable workloads and respect part-time boundaries.

How to Apply

Please submit:

- Resume
- A one-page Canva newsletter (free version) highlighting:

- Your visual and messaging style
- Your relationship-building experience
- Your comfort inviting financial support
- Why part-time work fits your lifestyle

Send materials to: rbaruzzi@unitedwaywindham.org

Subject line: Workplace & Community Engagement Manager – Your Name

Applications reviewed on a rolling basis.

Equal Opportunity Employer

United Way of Windham County is an equal opportunity employer. We encourage applicants of all backgrounds, identities, and experiences to apply.