



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Resource Development Coordinator
Department:	Resource Development
Reports to:	Vice President, Resource Development

PURPOSE OF ASSIGNMENT

The **Resource Development Coordinator**, under the direction of the Vice President of Resource Development, will lead the day-to-day support and fulfillment requirements for the Resource Development department, providing project management, administrative, and communications support to ensure effective and efficient operations.

The position will split time with the Vice President's Office, and other functional teams in Resource Development, and will handle confidential communications/information

RESPONSIBILITIES

- Provide administrative and project management support to Resource Development, ensuring a high degree of accuracy, thoroughness, and confidentiality.
- Schedule and calendar meeting, conference calls, appointments, and other activities.
- Support meetings and events, including scheduling, meeting/event logistics, advance and follow-up correspondence, and materials for meetings, creation of meeting minutes/notes, distribution of materials.
- Support Resource Development committees and working groups, and maintain contact and distribution lists.
- File and maintain organized records (paper and electronic).
- Compose, type, and proofread correspondences (letters, e-mails, memos) as required.
- Prepare reports including complex documents with diagrams, tables or graphs.
- Direct incoming correspondences to the appropriate staff.
- Assist with special events and stewardship activities for donors and prospects.
- Complete purchase requisitions, process invoices, and complete expense reports.
- Provide occasional back-up reception coverage, and participate in reception relief on a rotational basis within the organization
- Perform ongoing donor database record maintenance as required.

- Extract, modify and format information from the database to prepare documents in Excel, Word or PowerPoint.
- Liaise with Finance Department and Leadership Team to facilitate accurate processing and tracking of major individual gifts.
- Supporting the development and tracking of gift agreements.
- Providing accurate, up-to-date donor information through established reporting mechanisms.

TIME COMMITMENT

This assignment is a full-time opportunity for one year starting August 2020 and includes professional training. The candidate must be available for the full duration.

QUALIFICATIONS

- Ability to efficiently balance a diverse range of assignments and projects with high efficiency and thorough attention to detail and follow-through.
- Ability to work in a fast-paced environment, often with multiple and conflicting priorities, while remaining focused and flexible.
- Intermediate to advanced proficiency with Microsoft Office suite of programs, especially Word, PowerPoint and Excel
- Proficiently in database use for purposes of pulling required information and interpret data for accuracy purposes.
- Able to take initiative and proven ability to carry projects to completion with minimum supervision.
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully with a diverse set of constituents including high level donors.
- Developed organizational and time management skills.

BENEFITS OF THIS ASSIGNMENT

- Meet interesting people including staff and volunteers in leadership roles
- Develop skills, including project management and policy development skills, management of a not-for-profit organization, communications, fundraising, and best practices in client service
- Seize the opportunity to volunteer for a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to jgsteil@unitedwayeo.ca . Please indicate which positions are of interest and copy your manager in your submission.