



## ASSIGNMENT DESCRIPTION

### ROLE IDENTIFICATION

Role:	Development Officer, Foundations
Department:	Resource Development
Reports to:	Director, Individual Giving

### PURPOSE OF ASSIGNMENT

Reporting to the Director of Individual Giving, the Development Officer, Foundations is responsible for supporting fund development and stewardship activities of the Individual Giving team, responsible for major and leadership donors, planned giving, and foundation grants.

The Development Officer works closely with internal staff to identify, research, apply for and steward gifts in support of United Way's mission. This includes, but is not limited to: generating prospect profiles; reaching out to decision makers in our community, writing grant request and stewardship materials; and tracking all reporting requirements of donors.

This is an excellent opportunity for any professional who would like to work in a team environment, expand their project management and communication skills, and change lives across our region.

This work is in support of United Way's impact in our community. As an impact United Way, we work to achieve measurable, lasting change for those who need it most. The resource development team brings together those who can provide resources to make a difference. These resources include not only the funds we raise, but also the volunteer efforts we deploy, and the progress we make as we foster greater widespread awareness of our community's challenges.

### RESPONSIBILITIES

- **Prospect Research** - conduct research and creating profiles for new and existing donors;
- **Foundation Outreach** – reach out to decision makers, and facilitating conversations about fit and shared purpose
- **Proposal Writing** – in collaboration with internal staff, create proposals and reports for private foundations and transformational giving opportunities;
- **Major Gift Support** – produce written materials for major donors, Board of Directors, and other special category individuals;
- **Donor Cultivation and Stewardship** – stewards donors by producing specialized correspondences, preparing letters of acknowledgement, and contributes to United Way's *Donor Spotlight* blog.

- **Gift Agreements and Tracking** – support the development and tracking of gift agreements
- Additional duties may be assigned.

## TIME COMMITMENT

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

## QUALIFICATIONS

- Knowledge of project management is required to define project goals and develop effective execution plans - including identifying and defining tasks, roles and responsibilities and tracking the progress of deliverables.
- Superb listening skills and the ability to interpret the concerns and interest of potential stakeholders and translate them into attractive opportunities for investment in United Way.
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement and instill a sense of excitement/pride in others.
- Excellent teamwork skills for working with a variety of individuals, (including senior managers) from diverse backgrounds and ideologies.
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity.”
- Experience writing proposals and communication pieces
- Relevant experience researching, identifying and qualifying donor prospects
- Proficiency in a variety of computer software including Microsoft Office, specifically Word, Excel and PowerPoint
- Ability to communicate United Way East Ontario’s mandate, mission and corporate vision to donors and volunteers

## BENEFITS OF ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

## HOW TO APPLY

Please obtain your manager's approval and then send your CV and a cover letter (maximum 500 words) to [jgstiel@unitedwyeo.ca](mailto:jgstiel@unitedwyeo.ca). Please indicate which positions are of interest and copy your manager in your submission.