



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

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

PURPOSE OF ASSIGNMENT

Reporting to the Director of Individual Giving, the Development Officer will work closely with other staff to create and fulfill the donor experience, from acquisition of new donors to stewardship. The Officer will support the development and execution of strategies related to major and leadership giving, planned giving, and private foundations.

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

- Conduct research and creating profiles for new and existing donors;
- Assist in the individual giving process;
- Coordinate stewardship/ reporting and donor meetings with key stakeholders;
- Identify further opportunities to increase donor engagement;
- Support the development and tracking of gift agreements;
- Provide accurate, up-to-date donor information through established reporting mechanisms;
- Provide administrative support for committee meetings and special events as assigned;
- Attend United Way and workplace campaign special events and other functions as required;
- Share and promote best practices.
- Other duties may be assigned.

TIME COMMITMENT

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

QUALIFICATIONS

- Ability to organize and manage a diverse range of assignments and projects with high efficiency yet thorough attention to detail and follow through
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement and instill a sense of excitement/pride in others.
- Strong organizational and time-management skills to balance multiple priorities and share and promote best practices.
- 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.”
- Ability to communicate United Way East Ontario’s mandate, mission and corporate vision to donors and volunteers
- Experience writing proposals and communication pieces.
- Relevant experience researching, identifying and qualifying prospects.
- Bilingualism is a strong asset.
- Full access to a vehicle and valid driver’s license is preferred.

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Increase knowledge of United Way East Ontario
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way 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 jgsteil@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.

