



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Partnership Coordinator
Department:	Resource Development – Strategic Partnerships
Reports to:	Director, Strategic Partnerships

PURPOSE OF ASSIGNMENT

The *Partnership Coordinator* will establish and build trusted relationships with business stakeholders within the community in an effort to secure sponsorship/partnership and event agreements.

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** - conducting research and creating profiles for new and existing business development prospects;
- **Business Outreach** - outreach to employers, businesses, business associations, to share information, create/attend events and make presentations supporting United Way East Ontario Strategic Partnership program;
- **Corporate Social Responsibility** - inform employers about the benefits of adopting a streamlined approach to giving philanthropically and the impact it makes in their community;
- **Records Management** - record data and keep notes from meetings, write reports; and
- **Project Management** – managing and fulfilling all contractual obligations outlined in our agreements and reporting back to our partners on an annual basis.
- **Liase:** collaborate and liaise with Workplace Philanthropy team to arrange joint meetings to discuss sponsorship and partnership opportunities

TIME COMMITMENT

This assignment is a full-time opportunity for one year starting June 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 partners 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
- Presentation skills
- Ability to communicate United Way East Ontario’s mandate, mission and corporate vision to donors and volunteers

BENEFITS TO VOLUNTEER ROLE

- 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
- 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 jgsteil@unitedwayeo.ca. Please indicate which position (s) is (are) of interest and copy your manager in your submission.