



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Community Campaign Portfolio Manager
Department:	Resource Development
Reports to:	Director, Workplace Philanthropy

PURPOSE OF ASSIGNMENT

Community Campaign Portfolio Managers provide front-line support to workplace campaigns and organizations across the region, including the largest private companies, universities, colleges, school boards, and municipalities. As part of a collaborative and dynamic team, they help with the planning and execution of the United Way East Ontario fundraising strategies each year, meeting hundreds of people in leadership roles across the City, and developing projects to ensure support is raised for our most vulnerable people.

This position allows provides an additional opportunity to take on a variety of different, longer-term projects that help connect donors to their community, or further important work among participating workplace accounts, such as: corporate social responsibility initiatives, employee engagement activities, corporate volunteering, impact reporting and stewardship, and many other opportunities.

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 efforts made by volunteers we deploy, and the progress made as we foster greater widespread awareness of our community's challenges.

RESPONSIBILITIES

Provide the support necessary to conduct effective employee campaigns:

- Meet campaign volunteers and company leaders
- Assist in the workplace campaign planning process
- Deliver training programs for campaign committee members and canvassers
- Arrange speaker presentations for campaign events such as for employee group meetings, launch, leadership events etc.
- Provide key campaign materials and promotional items
- Thank donors and support efforts to ensure donors know where their gift is having an impact

Work with United Way staff and Workplace Campaign Leaders to ensure successful campaigns:

- Communicate with Campaign Leaders to monitor campaign activities
- Provide accurate, up-to-date campaign information through established reporting mechanisms
- Complete a final assessment and evaluation on each workplace account.
- Attend United Way East Ontario and workplace campaign special events and other functions as required.

Contribute to one or more current United Way East Ontario projects and initiatives; responsibilities may include:

- Conduct background research and analysis to ensure successful delivery or implementation
- Set timelines, critical paths and/or project plans
- Assist in the creation of supporting marketing or public-facing materials
- Collaborate with community impact professionals
- Meet donors, partners at community agencies, or others, around topics like volunteering, engagement, or corporate social responsibility
- Create new special events that engage United Way East Ontario supporters

TIME COMMITMENT

This assignment is a full-time opportunity for one year starting June 1, 2020. This includes professional training. The candidate must be available for the full duration of the placement.

QUALIFICATIONS

- 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.
- Communication and presentation skills to present ideas, concepts and strategies to individuals at all organizational levels.
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity.”
- Bilingualism would be a strong asset.
- Full access to a vehicle and valid driver’s license is mandatory.

BENEFITS OF THIS ASSIGNMENT

- Meet interesting people across the community and throughout the surrounding region, including people in leadership roles, staff at agencies across our community, and volunteers who support United Way East Ontario's campaign
- Learn more about the community, including the changing demographics of our region, the unique aspects of each city, town or neighbourhood, and the role of United Way in ensuring we are helping those in need
- 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 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.