



## ASSIGNMENT DESCRIPTION

### ROLE IDENTIFICATION

Role:	Portfolio Manager, Government of Canada Workplace Charitable Campaign (GCWCC)
Department:	GCWCC, United Way East Ontario
Reports to:	Director, GCWCC Campaign

### PURPOSE OF ASSIGNMENT

As part of a dynamic, collaborative workplace, the GCWCC Portfolio Manager Loaned Representative is part of the GCWCC team at United Way East Ontario. You work directly with federal departmental Campaign Leaders and their campaign teams to plan, organize and fully implement workplace campaigns for departments in their assigned portfolio.

### RESPONSIBILITIES

**Manage a portfolio of departmental campaigns by:**

- Effectively communicating with Campaign Leaders and others, so that they implement proven campaign practices
- Providing excellent service to Campaign Leaders, to enhance their organization's fundraising
- Bring about innovative campaign practices and strategies to enhance engagement
- Analyze and report up-to-date campaign information and trends
- Attending and providing briefings for Champions, Campaign Leaders and others
- Collaborating with others, acting on donor feedback, designing customized campaigns to reflect employee interests, promote engagement, participation and donor cultivation
- Deliver training and awareness programs for new Campaign Leaders and Canvassers
- Sourcing motivational speakers for campaign events and meetings
- Supporting campaigns with material and promotional items
- Attending and speaking at key campaign events, activities and functions
- Acting as ambassadors of GCWCC at events

## TIME COMMITMENT

This is a full-time opportunity for 9-12 months starting on April 3, 2020 and includes professional training. The candidate must be available full-time for the duration of the placement. Some early morning and evening work may be required.

## 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
- Communication skills
- 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

- Experience delivering presentations to a variety of audiences
- Increase knowledge of United Way East Ontario, as an asset for leading future GCWCC campaigns
- Opportunity to work in a dynamic not-for-profit community organization
- Contribute to making our community stronger, healthier and safer for all
- Opportunity to expand professional networks of influential community leaders beyond the public service

## HOW TO APPLY

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