



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Positions:	Portfolio Manager, Lanark County (1 position in Carleton Place) Portfolio Manager, Prescott-Russell (1 position in Hawkesbury) Portfolio Manager, Renfrew County (1 position in Pembroke)
Department:	Resource Development, United Way East Ontario
Reports to:	Regional Director, Lanark County Regional Director, Prescott-Russell Regional Director, Renfrew County

PURPOSE OF ASSIGNMENT

There are three Regional Branch Portfolio Manager positions: each will engage on behalf of United Way East Ontario with organizations in communities across one of the following regions: Lanark County **or** Prescott-Russell **or** Renfrew County.

The Regional Branch Portfolio Manager will help raise awareness of the local impact generated by United Way East Ontario and provide logistical support to fundraising campaigns at workplaces including companies, colleges, school boards, and municipal offices. Working closely with the respective Regional Director the Portfolio Manager will contribute to specific resource development projects to help ensure support for the region’s most vulnerable people. This may include community outreach, prospect research, program grant writing and reporting, and related activities.

This is an excellent opportunity for any professional who enjoys networking and engaging with external stakeholders looking to expand their project management and communication skills while working from one of our regional branch offices in Carleton Place or Pembroke or Hawkesbury.

RESPONSIBILITIES

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

- Take part in the workplace campaign planning process and deliver training to volunteers
- Represent United Way East Ontario at campaign events such as employee group meetings, launch, leadership events etc.
- Monitor campaign activities and provide accurate information through established reporting mechanisms

- Thank donors and support efforts to ensure donors know where their gift is having an impact
- Attend United Way East Ontario and workplace campaign special events and other functions as required.

Contribute to new and ongoing resource development initiatives in local region:

- Create strategies to provide greater transparency, recognition, volunteering or other engagement opportunities to those that support United Way
- Research and conduct outreach to secure new resource opportunities for United Way initiatives and supported programs
- Contribute to applications and funding proposals to relevant grant-making foundations and agencies
- Work with staff and volunteers to grow United Way’s supporter base across specific region

TIME COMMITMENT

This assignment is a full-time one year opportunity starting May 2020. This includes professional training. The candidate must be available for the full 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 and ideologies.
- Communication and presentation skills to present ideas, concepts and strategies
- Ability to communicate United Way East Ontario’s mandate, mission and corporate vision to donors and volunteers
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity.”
- Bilingualism is required for Prescott-Russell and is an asset for Lanark and Renfrew Counties.
- Full access to a vehicle and valid driver’s license is mandatory.

BENEFITS OF THIS ASSIGNMENT

- Meet interesting people across the region, including people in leadership roles, staff at community agencies, and volunteers who support their United Way campaign
- Learn more about the region and its communities, including changing demographics, unique aspects of specific communities, and the role of United Way
- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Leadership; Thinking; and Organizational
- Create new programs or initiatives for United Way, developing leadership and program management skills
- Opportunity to work with a dynamic community organization
- Contribute to making our communities 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.