



# ASSIGNMENT DESCRIPTION

## ROLE IDENTIFICATION

Role:	Project Manager, Data Integration
Department:	Regional Affairs
Reports to:	Senior Director, Regional Affairs

## PURPOSE OF ASSIGNMENT

The Project Manager, Data Integration provides coordination and monitoring of community partner, organizational, donor and volunteer related activities, communications and touch points in two applications – SmartSimple and ANDAR. The Project Manager will track, perform analysis and make recommendations on interactions of office staff located in Hawkesbury, Carleton Place and Pembroke with external stakeholders, e.g. donor thank you calls, corporate and agency visits, engagement activities, and invitations to community meetings and information sessions.

The Project Manager will develop strong internal working relationships within multiple departments at United Way East Ontario (UWEO), working primarily with the functional areas of Regional Affairs, Investment, Knowledge Management, Revenue Management, and Volunteer Management. The role will work successfully to coordinate and communicate support needs/requirements around data.

## RESPONSIBILITIES

### Support to the community investment process:

- Oversee the delivery of ongoing information and training sessions for current and prospective funded partners related to the Call for Proposals process;
- Provide support to the training of local Priority Goal Assessors;
- Provide support to agencies applying for funding through the Call for Proposals;
- Establish and monitor progress in SmartSimple for activities such as agency/program review satisfaction of funding conditions, successes and concerns, or other activities.

### Support to the engagement and stewardship activities that will bring further awareness to UWEO:

- Undertake prospecting research on potential corporate partners/stakeholders for the Regional Directors in Renfrew County, Lanark County and Prescott-Russell;
- Manage the logistics and registration of participants and accounts as well as the agency relationships for engagement events such as Days of Action or Seeing is Believing Tours;

- Provide content to central office in support of the brand and social media strategy for UWEO.

#### **Support to corporate data input and analytics**

- Update data changes (new Employee Campaign Coordinators, contact information) for centralized and local workplace accounts and individual donors;
- Update volunteer data as required for governance and operational volunteers.

## **TIME COMMITMENT**

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

## **QUALIFICATIONS**

- Demonstrated data analytical skills
- Interpersonal skills complemented by the ability and desire to build relationships
- Excellent teamwork skills for working with a variety of individuals,
- Strong organizational and time-management skills to balance multiple priorities
- Excellent writing and communication skills
- Ability to use Microsoft Word and Excel (training will be provided on *Smart Simple and ANDAR*)
- Strong attention to detail
- Demonstrated ability to exercise judgment in solving complex problems
- Bilingualism an asset.

## **BENEFITS OF THIS ASSIGNMENT**

- Contribute to making the East Ontario region stronger, healthier and safer for all;
- An opportunity to create business intelligence to advise decision making;
- Experience working in a dynamic community organization measuring change through outcomes;
- Learn about the most pressing issues facing vulnerable populations in Prescott-Russell, Ottawa, Lanark County, and Renfrew County.

## 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](mailto:jgsteil@unitedwayeo.ca). Please copy your manager in your submission.