



# ASSIGNMENT DESCRIPTION

## ROLE IDENTIFICATION

Role:	Community Campaign Portfolio Manager, 17 weeks
Department:	Resource Development
Reports to:	Director, Workplace Philanthropy

## PURPOSE OF ASSIGNMENT

Community Campaign Portfolio Managers provide front-line support to charitable workplace campaigns in organizations across the region, including private companies, Universities, Colleges, School Boards, and municipalities.

As part of a collaborative and dynamic team, you will help with the planning and execution of the United Way fundraising strategies each year, meeting hundreds of people in leadership roles, and developing projects to ensure support is raised for our most vulnerable people.

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

### **Work with United Way staff and Workplace Campaign Leaders to ensure successful 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
- 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 and workplace campaign special events and other functions as required.

## TIME COMMITMENT

This assignment is a full-time opportunity for 17 weeks, August 24 – December 11, 2020 and 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

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Meet interesting people throughout our region, including business people in leadership roles, staff at agencies serving our communities; and volunteers who support United Way East Ontario’s campaign
- Learn more about the community, including the changing demographics of our region, unique aspects of different neighbourhoods, and the role of United Way in ensuring we are helping those in need
- 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](mailto:jgsteil@unitedwayeo.ca). Please copy your manager in your submission.