



## ASSIGNMENT DESCRIPTION

### ROLE IDENTIFICATION

Position:	Portfolio Manager, Lanark County
Department:	Community Impact, United Way East Ontario
Reports to:	Regional Director, Lanark County

### PURPOSE OF ASSIGNMENT

Working closely with the Regional Director and with colleagues at the Ottawa office the Portfolio Manager will engage with partner and stakeholder groups and organizations in communities across Lanark County on behalf of United Way East Ontario.

With knowledge of Lanark County, the Portfolio Manager is well-positioned to support diverse relationship management with social service agencies, workplaces in the public and private sector during fundraising campaigns, and local community leaders.

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 to support our office in Carleton Place and our work in Lanark County to make our communities stronger, healthier, and safer for all.

### RESPONSIBILITIES

#### **Community impact initiatives and engagement in local region:**

- Project manage and help implement local impact initiatives focused on a key group or issue
- Support Regional Director in community outreach and report internally on local initiatives to Community Impact leadership team
- Support regional agency engagement with information sharing
- Liaise with agencies supported by United Way East Ontario regarding funding agreements, program reporting, etc.
- Engage and support regional Advisory Council volunteers via information sharing and administrative preparations for meetings
- Perform regional resource and contact management and other local office related duties as required

### **New and ongoing resource development in local region:**

- Provide local support to UWEO staff in deploying workplace campaigns
- Monitor campaign activities and provide accurate information through established reporting mechanisms
- Attend UWEO and workplace campaign special events and other functions as required
- Work with UWEO staff to manage relationships with local sponsors and donors, including identifying prospective donors

## **TIME COMMITMENT**

This assignment is a full-time one-year opportunity starting June 1, 2021. 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**

- Demonstrated connection to Lanark County
- Strong organizational and time-management skills to balance multiple priorities
- 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."
- Ability to work independently
- Bilingualism is an asset
- Full access to a vehicle and valid driver's license will be needed when circumstances allow in-person events

## 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
- 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](mailto:jgsteil@unitedwayeo.ca). Please indicate which positions are of interest and copy your manager in your submission.