



COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

Role:	Portfolio Manager, Government of Canada Workplace Charitable Campaign (GCWCC) (3 positions)
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 is part of the GCWCC team at United Way East Ontario. You work directly with a portfolio of federal departments and support their campaign teams to plan, organize, train and fully implement successful workplace fundraising campaigns.

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
- Attend and provide briefings for Champions, Campaign Leaders and workplace teams
- Deliver training and awareness programs for new Campaign Leaders and Canvassers (ambassadors)
- Source motivational speakers for campaign events and meetings
- Supporting campaigns with material and promotional items
- Attend and speak at key campaign events, activities, and functions
- Be ambassadors for the charitable sector at GCWCC at events

TIME COMMITMENT

This is a full-time opportunity for 9-12 months starting on April 3, 2023, and includes orientation, onboarding and 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

- Opportunity to work in a dynamic not-for-profit community organization
- Contribute to making our community stronger, healthier and safer for all
- 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 expand professional networks of influential community leaders

HOW TO APPLY

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