



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

LOANED REPRESENTATIVE PROGRAM

2023 POSITION DESCRIPTION

Role:	Loaned Representative- Community Campaign Portfolio Manager (2-3 positions)
Department:	Workplace Philanthropy
Reports to:	Director of Philanthropy

PURPOSE OF ASSIGNMENT

The 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 community campaign, meeting workplace campaign leads, people in leadership roles, and developing campaign plans to ensure support is raised for our community's most vulnerable.

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 campaign leads, donors and partners who 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 toughest 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.

ASSIGNMENT DURATION

This assignment is a full-time opportunity for 17 weeks, from August 23 to December 13, 2023. It 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; 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”.
- Strong level of comfort with tools such as email, virtual meeting tools, and customer database.
- 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 businesspeople 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 neighborhoods, 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

Community Secondment Program benefits, terms and conditions are available on our **website**.

Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply please forward your resume 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.