



LOANED REPRESENTATIVE PROGRAM

2023 POSITION DESCRIPTION

Role:	Loaned Representative Government of Canada Workplace Charitable Campaign (GCWCC), 16 Weeks (2 positions)
Department:	GCWCC, United Way East Ontario
Reports to:	Director, GCWCC

PURPOSE OF ASSIGNMENT

As part of a dynamic, collaborative workplace, the GCWCC *Loaned Representative* is part of the GCWCC team at United Way East Ontario. You work directly with federal departments, agencies and crown corporations and their campaign teams. Your role is to support their overall fundraising campaign success which includes planning, strategic advice, day to day support.

RESPONSIBILITIES

Manage a portfolio of departmental campaigns by:

- Effectively communicating with Campaign Leaders and others, so that they implement proven campaign best 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 others
- Deliver training and awareness programs for new Campaign Leaders and Canvassers (ambassadors)
- Sourcing motivational speakers for campaign events and meetings
- Supporting campaigns with material and promotional items
- Attending and speaking at key campaign events, activities, and functions
- Acting as ambassadors of GCWCC at events

TIME COMMITMENT

This is a full-time opportunity for 16 weeks starting on August 21, 2023 and includes 2 weeks of onboarding and training. The candidate must be available full-time for the 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
- 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 brief presentations with purposeful content
- Increase knowledge of United Way East Ontario, as an asset for leading future GCWCC campaigns
- Opportunity to expand professional networks of influential community leaders beyond the public service

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.