



LOANED REPRESENTATIVE PROGRAM

2024 POSITION DESCRIPTION

Role:	Loaned Representative for the 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 motivating teams, providing strategic advice, planning and day-to-day support.

RESPONSIBILITIES

Manage a portfolio of department GCWCC fundraising by:

- Effective communication with Campaign Leaders and key volunteers in support of best practices
- Providing excellent client service to Campaign Teams enhancing their organization's fundraising
- Bring about innovative campaign practices and strategies to increase donor engagement and fulfillment
- Attend and provide briefings for Champions, Campaign Leaders and key volunteers
- Deliver training and Information sessions for Campaign Leaders and Ambassadors
- Source speakers for campaign events and organizational meetings
- Support campaigns with appropriate promotional items
- Attending and speaking at key campaign events and functions
- Analyze and report up-to-date campaign information and trends
- Act as ambassadors of GCWCC at functions

TIME COMMITMENT

This is a full-time opportunity for 16 weeks starting on August 19, 2024, and includes 2 weeks of onboarding and training. The candidate to 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 get the job done with integrity”
- Bilingualism would be a very strong asset
- Full access to a vehicle and valid driver’s license is required

BENEFITS OF THIS ASSIGNMENT

- Opportunity to expand professional networks within the public sector
- Opportunity to support the public sector supporting their community
- Opportunity to work in a dynamic not-for-profit community organization
- Experience delivering brief presentations with purposeful content
- Increase knowledge, perspective and impact of the community and charitable sector

HOW TO APPLY

Loaned Representative Program benefits, terms and conditions are available on our [website](#).

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