



**United Way**  
East Ontario

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

# COMMUNITY SECONDMENT PROGRAM

## 2025 POSITION DESCRIPTION

Role:	Portfolio Manager, Government of Canada Workplace Charitable Campaign (GCWCC) (2 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 works directly with a group of federal departments, agencies, or Crown Corporations. Your campaign support helps teams build, organize, train, and fully implement successful workplace fundraising campaigns.

## RESPONSIBILITIES

### Manage a portfolio of departmental campaigns by:

- In this role you are your campaigns first point of contact for all things campaign related
- 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 9-12 months starting in May/June 2025, 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 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

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