

Brant United Way
Campaign Associate
Job Posting

Position Type: Full Time, (35 hours per week).

Job Region: ON – Central & Southern

Location: Brantford

Posting Date: June 5, 2015

Application Deadline: June 19, 2015, 12noon

Brant United Way is a volunteer-led organization with a vision to improve the lives of people in the Brantford, Brant County and Six Nations of the Grand River. Our community raised over \$1.660 M in the 2014 annual fundraising Campaign to support our network of 18 Member Agencies.

We currently require a motivated and enthusiastic individual to join our team as a Campaign Associate.

The Campaign Associate, reporting to the Campaign Director, will work directly with the Campaign Cabinet and other volunteers and assist in the planning, organization, execution and evaluation of the annual fundraising Campaign. You will work as a part of a team to generate the greatest financial support and deepen volunteer and corporate relationships with Brant United Way.

Core Duties & Responsibilities include:

- Managing workplace accounts directly and through volunteer resources to reach their annual United Way fundraising targets
- Educating and motivating volunteers about United Way
- Ensuring accuracy of timely financial and account information in database
- Active participation in campaign team meetings and community United Way events
- Assisting the Campaign Director with administrative duties for our GenNext young professionals group

Knowledge and Experience:

- Post-secondary education in fundraising, or a relevant field
- Previous United Way experience and/or fundraising experience in a non-profit environment. Experience with successful workplace fundraising techniques would be helpful
- Strong organizational and analytical skills
- Proven ability to work as a part of a team with both volunteers and staff
- Strong volunteer management skills
- Strong oral and written communication skills
- A valid driver's license and reliable vehicle
- Background in Public Relations

- A current connection to the communities of Brantford and Brant County or Six Nations of the Grand River would be an asset

Skill Areas:

- Strong computer skills especially Word, Excel and PowerPoint. Database knowledge an asset
- Excellent presentation and communication skills
- Proven time management skills
- Experience working with and motivating volunteers
- Ability to be flexible, to function well under pressure, and to meet multiple deadlines
- Ability to develop and maintain positive relationships with businesses, labour groups, community groups, member agencies, volunteers and other community stakeholders
- Ability to problem solve with an aptitude for analysis, details and strategic planning
- Ability to work independently with minimal supervision
- Knowledge of Brantford and Brant County is an asset
- Some evening and weekend hours required

We offer a competitive salary and a full benefits package. Please apply by June 19th *by 12noon* to:

Sherry Haines
Executive Director
Brant United Way
125 Morrell Street
Brantford, ON N3T 4J9
E-mail: sherry@brantunitedway.org
Fax: 519-752-7913

We appreciate the interest of everyone who applies for this position; however only those selected for an interview will be contacted.