

United Way of Lethbridge & South Western Alberta is seeking:

Resource Development Coordinator Job Description

Job Title: Resource Development Coordinator
Classification: Part Time One Year Term with opportunity for renewal

Direct Reports: None
Volunteer Reports: Workplace Campaign Volunteers, Some Event Volunteers
Reports to: Executive Director

The United Way of Lethbridge & South Western Alberta is one of over 66 locally operated United Way's across Canada. Serving the City of Lethbridge and other communities located on Treaty 7 territory and the traditional territory of the Niitsitapi, Nakoda, and Tsuut'ina nations in the south western corner of the province, we work to identify the causes of the most significant local issues and develop strategies to address them. We pull together the financial aid and human resources to address them to improve the day-to-day lives of individuals and families. We envision communities where everyone works together to ensure poverty is temporary, individuals and families live healthy lifestyles and that children and youth have the tools they need to reach their full potential.

POSITION SUMMARY

Reporting directly to the Executive Director, the Resource Development Coordinator's key responsibilities include the development, implementation and support of fundraising strategies and initiatives, as well as event planning and execution. The Resource Development Coordinator will work closely with the Executive Director, Marketing & Communications Coordinator, volunteers and staff in year-round fundraising to generate the maximum financial support possible for the United Way.

This is accomplished in conjunction with the Executive Director, by expanding the funder composition, forming new connections, and affirming existing ties in the community to broaden the funder and donor base, and implementing formal fundraising efforts. The successful candidate will engage in a team approach and thereby strengthen our organization's capacity to fulfill our mission.

KEY DUTIES AND RESPONSIBILITIES

- Fundraising event planning & coordination
- Supporting existing workplace donation campaigns, including providing materials and delivering presentations to employees as required
- Active solicitation of local companies identified as potential workplace campaign hosts
- Corporate and individual donor prospecting
- Donor recognition and acknowledgment
- Financial projection and budgeting related to workplace campaigns and anticipated donations in collaboration with the Executive Director
- On-site at United Way fundraising activities and events, and other third-party events as necessary
- Development of program and event materials
- Volunteer recruitment and orientation
- Participation in workshops, research projects and committees as assigned
- Provide regular updates to Executive Director on campaign progress, events, and other key items related to the growth and development of United Way
- Donor database maintenance and updates
- Meetings as required or scheduled
- General office duties including but not limited to phones, organization, copying and data entry
- Other duties as assigned

Education/Training/Experience/Qualifications:

- Experience in fundraising is a definite asset
- Experience in volunteer coordination/management an asset
- Knowledge of group process, volunteerism, community service issues and needs, corporate structures, business trends, labour organizations
- Demonstrated public speaking leadership, training and facilitation skills
- Ability to work in a fast-paced environment with overlapping deadlines
- Strong computer and technology skills
- Experience in Canva an asset
- Understanding of AGLC an asset
- Accountability and dependability
- Strong negotiating skills
- Strong analytical capabilities
- Strong project management
- Strong written and verbal communication and interpersonal skills
- Initiative and flexibility
- Education in a related field and/or equivalent experience
- Valid driver's license and access to a vehicle

Work Conditions:

- Some travel, primarily in Lethbridge & south western Alberta is required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime may be required
- Evenings and weekends required as scheduled
- Must be able to lift items up to 30 lbs.
- Ability to meet deadlines, pay attention to detail, and maintain confidentiality

Salary: 22 hours per week \$21.09 per hour to start

Benefits: After 3 months

Applications will be accepted until a suitable candidate is found. Please apply with cover letter, resume to careers@lethbridgeunitedway.ca with the subject line “Job Posting: Resource Development Coordinator.”

United Way Lethbridge & South Western Alberta values the diversity of people. Diversity in our workplace means a space where individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's unique talents and strengths. Our workspace is accessible. For more questions on our diversity and inclusion policy, please contact us at ed@lethbridgeunitedway.ca.