

Full Time Job Posting (July 24, 2019)

Director, Workplace Relations

Are you passionate about working on a team that makes a difference in the community? Do you enjoy meeting new people and building strong relationships? Do you enjoy working in a fast paced, fun environment? If you do, then this position may be right for you!

United Way Waterloo Region Communities ("UWWRC") is currently seeking a full time **Director, Workplace Relations** ("Director") to become a part of the Team reporting to the Senior Director, Philanthropy to provide leadership to Philanthropy Specialists while helping build new connections.

As the Director, you will be responsible for the execution of all activities related to UWWRC's philanthropic activity under direction of the Senior Director, specifically the workplace campaign components. The Director has joint responsibility for prospecting new workplaces and stewardship of donors, including overseeing part of the annual fundraising campaign, while managing assigned accounts.

Key responsibilities include leading planning and execution at the account level in the areas of philanthropy with a particular focus on developing and maintaining relationships with workplaces. Attending community engagement activities associated within assigned accounts, assisting in the planning and execution of a coordinated fundraising campaign, and supporting the Senior Director in the development and execution of the workplace campaign strategy are also key, all while promoting the values of United Way.

You are an extremely **focused** individual who works well both in a small team and individually who is **organized** and uses a well-established process of planning and organizing workload. With excellent **time management**, you have a clear sense of priority with **flexibility** to respond to shifting needs. **Efficient**, resourceful, and professional with great **customer service skills**, you're confident in working **collaboratively** with all team members and volunteers, and capable of working under pressure. Your excellent data entry and **attention to detail** skills are key to success in this position, as well as competency in Microsoft Office applications.

You have ten years or more experience in diverse fundraising or sales environment, including proven success working with corporate donors. Five years or more experience in the not-for-profit sector will prove to be an asset, along with demonstrated excellent leadership and relationship skills. You are comfortable working with computers, specifically Word, Excel, PowerPoint, and Outlook e-mail/calendar, along with a corporate CRM. You have strong attention to detail, accuracy, and efficient organizational skills and apply a

customer service-oriented focus in all situations. You are able to maintain composure, confidentiality, and the discreet handling of sensitive information.

If this describes who you are, we want you on our team!

Please apply at charityvillage.com, search either "United Way Waterloo Region Communities" or "Director, Workplace Relations" located in Kitchener. Contact **Matthew Little** at hr@uwaywrc.ca for further information if required.

UWWRC is committed to employment equity and is actively seeking to ensure an employee team that is representative of our community. All applications are appreciated; only those selected for an interview will be contacted. All information is kept in the strictest confidence.