



**United Way**  
**Oxford**

United Way Oxford is a non-profit organization that inspires people to come together to make a lasting difference in our community. We are currently seeking a creative, energetic full time **RESOURCE DEVELOPMENT COORDINATOR**.

**Position Summary:**

- Member of a small dynamic team responsible for establishing and strengthening relationships with key stakeholders (businesses, residential donors, volunteers and local media) maximizing the giving potential of assigned accounts and communicating United Way's mission
- The position is accountable for generating revenue
- Responsible for managing approximately 50-70 workplaces, corporate partners and/or residential donors
- Planning and executing fundraising events, building relationships with new partners and identifying unique opportunities
- Attention to detail is essential as the coordinator is expected to have an in-depth knowledge of assigned accounts, with a clear understanding of priority opportunities
- The coordinator will establish and execute a plan that focuses on relationship-based service, supported by effective information tracking and reporting

**Skills:**

- Excellent cultivation and stewardship skills
- Excellent interpersonal communication skills (writing, listening, verbal, presentation)
- Strong customer relationship skills
- Established fundraising experience, must be able to bring constituents to action (close the deal)
- Ability to lead and motivate others to accomplish common goals
- Demonstrated ability to work collaboratively in a team environment
- Attention to detail; self-starter, ability to multi task, identify priorities and problem solve
- Proficient in MS Office; experienced with Adobe Suite; Database Management
- Experience with Volunteer Management
- Post-secondary education in marketing & communications, public relations, business, fundraising, a related discipline or an equivalent combination of education, training and experience.
- Ability to work independently, adhere to deadlines, and work outside of regular hours on occasion.

Deadline for applications is Friday, April 27, at 4:00 pm.

Please forward resume in confidence to:

K. Gilson

United Way Oxford

447 Hunter St. Woodstock, ON N4S 4G7

Email: [unitedwayoxford@gmail.com](mailto:unitedwayoxford@gmail.com)

*Thank you for your interest in joining our team; however, only those being considered for interviews will be contacted.*