



United Way
Oxford

Full-time permanent RESOURCE DEVELOPMENT COORDINATOR

At United Way Oxford we inspire people to come together to make a lasting difference in our community! If you are dynamic, creative, energetic and want to join a team that is inclusive, caring and driven to succeed we have a spot for you.

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
- Proven track record in running effective social media campaigns and communications
- 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.

United Way Oxford is committed to diversity and encourages applications from people who are Indigenous, racialized, 2SLGBTQ+, women, persons with disabilities, and other overlooked and underestimated groups.

As part of our recruitment process, United Way Oxford offers accommodation for applicants with disabilities. If we contact you about an opportunity, please let us know if you require accommodation.

Deadline for applications is Friday, April 22, at 4:00 pm.

Please forward your cover letter and resume with your salary expectations in confidence to:

K. Gilson

United Way Oxford

447 Hunter St. Woodstock, ON N4S 4G7

Email: unitedwayoxford@gmail.com

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