



United Way
Kingston, Frontenac
Lennox and Addington

The United Way of Kingston, Frontenac, Lennox and Addington is a local charitable foundation that builds and strengthens our community by bringing people and resources together to facilitate change.

We are looking for the following **full time position** to work in a fast paced, dynamic, growing environment. We offer competitive benefits, personal and professional development opportunities.

Position: Resource Development Officer-Individual Giving

About the role:

Reporting to the Director Resource Development (DRD), the RD Officer-Individual Giving oversees development and implementation of a year-round fundraising and stewardship strategy. The RD Officer-Individual Giving recommends a strategic plan to grow revenue through direct mail, Leadership & Major Gifts and planned endowment gifts.

The RD Officer-IG:

- Works closely with the CEO, DRD, and key volunteers to identify and develop strategies to grow relationships with individuals in the community and in workplaces.
- Implements plans for a world class donor experience, ensuring the development of long term relationships between the donor and the United Way
- Maintains and grows Leadership donations (\$1200+), working closely with volunteers, CEO, DRD and staff on building relationships

Learn more about how you can be a part of a professional, hard-working team that contributes to our community.

The United Way works with thousands of community volunteers. The role of the staff team, individually and collectively, is to support and manage volunteers; building long term relationships with partners, volunteers, donors and workplaces. Working in a small, flexible team, employees pitch in as required, based on the needs of the organization and with an agility that is inherent in the work we do.

We value exceptional customer service, teamwork, drive and initiative. Our staff are solution-focused, accountable and take responsibility, recognizing that change is a constant in this environment.

The United Way Kingston, Frontenac, Lennox and Addington is an equal opportunity employer, and we encourage qualified candidates from diverse backgrounds to apply to join our team.

For a detailed job description visit our website

<https://www.unitedwaykfla.ca/about-us/career-opportunities/>

All applications are due by **4:30 PM on February 11th, 2019** (or until filled).

Please send resume and cover letter to: ctaylor@unitedwaykfla.ca

The United Way is an equal opportunity employer. We thank all applicants, however, only those being interviewed will be contacted