

## Corporate Account Manager

Full-time

**Are you looking for an amazing opportunity to contribute to the city we love?** United Way of Calgary and Area is looking for a full-time **Corporate Account Manager** to join the Resource Development team within United Way of Calgary and Area. Reporting to the Director, Corporate Partnerships and Engagement and working closely with volunteers, workplaces and United Way employees, the Corporate Account Manager is responsible to plan, organize and implement workplace fundraising campaigns within assigned divisions or business segments. The primary areas of focus for the Corporate Account Manager are to increase campaign revenues and increase visibility of United Way of Calgary and Area.

The Core Competency characteristics every member of United Way is expected to possess are; Adaptable & Resilient, Relationship-Oriented, Collaborative, Results-Driven, Values-Driven, and Strategic Thinking.

### Responsibilities and Accountabilities

- Think creatively and strategically to maintain relationships and grow campaign revenue within assigned accounts
- Manage and report on progress and results for all assigned accounts
- Support and steward innovative partnerships with volunteers and workplaces
- Work with external and internal stakeholders to co-design fundraising campaigns, employee engagement activities and investment opportunities that demonstrate shared value for all parties
- Develop financial and non-financial goals and strategies that align with United Way's business objectives
- Support accounts ability to deliver on ESG and corporate social responsibility goals
- Track and respond to resolve issues and remove barriers for external stakeholders and to improve the experience for donors, volunteers and corporate partners
- Build donors' and volunteers' understanding of United Way's vision and mission to bring about community change
- Manage and coach full-time and/or seasonal staff fostering a positive team dynamic through training, mentorship, troubleshooting and performance assessment

### Experience and Skills

- University Degree/College Diploma or equivalent experience
- Two to five years' fundraising, relationship and/or account management experience
- Experience working with volunteers in the public and/or private sector
- Strong project management, time management skills and organizational skills
- Highly developed communication (oral and written) and interpersonal skills
- Demonstrated public speaking, leadership, training and facilitation skills
- Conflict resolution, mediation and negotiation skills
- Proven analytical capabilities
- Computer literacy (database management, Word, Excel, PowerPoint)
- Ability to work in a fast-paced environment managing multiple priorities
- Possess a sense of initiative and flexibility

Submit cover letter with salary expectations & resume to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org) by 4pm on February 9, 2021

**Subject Line:** Corporate Account Manager – Your Name

UNITED WAY OFFERS A COMPETITIVE SALARY AND BENEFITS PACKAGE. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Visit our website at [www.calgaryunitedway.org](http://www.calgaryunitedway.org)

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.