

United Way Greater Victoria (UWGV) is recognized for its unwavering commitment to improve lives and build community by engaging individuals and mobilizing collective action. Driven by a unified objective for meaningful work in the community, employees are proud to work at the United Way. The UWGV envisions a local community where both individuals and neighborhoods thrive, where children can reach their full potential, and the most vulnerable are provided with the supports to realize a better future.

UWGV is seeking a Director, Donor and Partner Relations (DDPR) who is responsible to lead and facilitate revenue development for our workplace campaign and its client/donor base. Focus will be on maximizing support to, and results from, our generous support base in the Greater Victoria region including business, labour, academic/education and the public sector (federal, provincial and municipal).

Position Overview

The Director will be responsible for leading the strategic and tactical plans for our workplace fundraising campaign. Reporting to the Chief Executive Officer, the DDPR will collaborate with a range of stakeholders including management and focal points at accounts, along with workplace fundraising staff and volunteers to continue to make the UWGV the charity of choice in the Victoria community.

Manage and inspire a team including Donor Relations Officers, Labour Coordinator, Administrative Assistant and Campaign Associates.

Sample of Accountabilities:

- Leads over \$2.7M in annual fundraising
- Lead the donor relations team who manage portfolios and customize plans by account
- Monitors the progress of annual goals to ensure success
- Integral in driving ongoing growth
- Recruitment, training and support for annual campaign associate program
- Works with seasoned volunteers to help facilitate donor connections, stewardship and engagement.
- Oversees the identification, solicitation and engagement of potential major donors through the workplace/community campaign
- Provides regular reporting (ie: weekly, monthly) of key activity and financial indicators
- Maintain awareness of best practices and innovation in fundraising and the evolving workplace
- Co- leads on new revenue generation including sponsorships
- Lead role at Campaign events including delivering presentations, “top-to-top” meetings and Recognition events
- Effective use of the CRM to deliver a donor-centric approach
- Must perform all duties and activities in accordance with the Vision, Mission and Values of UWGV and adhere to the organization’s policies and procedures at all times

Skills and Qualifications:



United Way
Greater Victoria

- Post-secondary degree in Business, Sales Management or Communications
- Proven leadership success preferably in an organization with revenues in excess of \$5M/annum
- Minimum five years' experience in challenging management/leadership roles
- Successful track record of leading a team of high performing account managers
- Progressive thinking as it relates to an evolving “workplace” and donor behaviour
- Experience supervising staff in a unionized environment considered an asset
- Success in a dynamic, multi stakeholder operating environment
- Effective presentations to a range of business or other stakeholder groups
- Proficiency in Microsoft Office Suite and database systems
- Exercises exceptional discretion and tact, with a high degree of accountability and unquestioned ethics

To ensure the success of both the Director and the UWGV this role requires an individual who is:

- Self-motivated and ambitious with the ability to create and achieve results
- A passionate leader
- An excellent communicator
- Analytically strong
- Strategic and a creative thinker and who works proactively, managing competing priorities
- Skilled in strong relationship building
- Valuing diversity and inclusion
- Focused on attention to detail
- Experienced in establishing and maintaining positive working relationships both internally and externally
- Passionate and empathetic toward community causes (“a better society”)
- Bondable
- Available to work non-traditional hours to execute events and meet the needs of donors

Please submit your application in confidence to Janet Tudor, Director,
Operations, janet.tudor@uwgv.ca by **January 26, 2020**

We would like to thank you for your interest in this opportunity, however, only those considered to be suitably qualified will be contacted.