Manager Exeter Resource Development & Community Impact
Exeter, Ontario
Part Time, Contract Position (15 Hours/Week)

Position Summary
The Manager Exeter Resource Development & Community Impact works with the Exeter Community Committee to develop coordinate and implement resource development activities including: special events, sponsorship, individual donors, volunteer training, and workplace campaigns in Exeter. The Manager will assist the Exeter Community Committee to understand local needs ensuring recommendations into the overall investment strategy of UWPH through the Community Impact & Allocations Committee (CIAC). Further, the Manager will support community use and understanding of 211, Connect Youth, Social Research and Planning Council Initiatives and iVolunteer.

A Manager Exeter Resource Development & Community Impact will be hired to do the following:

General Responsibilities
• Coordinates regional workplace fundraising initiatives through participating in orientation, training and on-going support of Exeter accounts.
• Researches new campaign opportunities (i.e. workplaces, corporate donors, individuals, etc.) and inputs appropriate data into the database.
• Leads the recruitment, orientation, training and recognition of volunteers for the Exeter Community Committee.
• Researches opportunities, develop proposals and follow up on solicitation to grow sponsorship support in Exeter.
• Promotes the United Way on a year-round basis to ensure top-of-mind awareness for all activities with special attention given to 211, Connect Youth, iVolunteer, myPerthHuron, and Social Research and Planning Council reports.
• Lead/support community engagement on priority needs as required.
• Collaborate with local social service providers.

Education and Experience
Preference will be given to applicants who demonstrate familiarity with and competency in the following:
• 5 + years’ experience working &/or volunteering in the not-for-profit sector an asset.
• Post-secondary education in fundraising, business, marketing, public relations, social services, volunteer management, communications, or other related field, an asset.

Job Requirements
• Demonstrated public-speaking ability as well as creative and persuasive writing skills.
• Must be proficient with a variety of windows-based computer software including Microsoft Office, Adobe Creative Suite. Experience using fundraising database software an asset.
• Must demonstrate strong organizational skills, with the ability to plan, set priorities, and meet timelines consistently.
• Must be detail-oriented and precise with the ability to review documents in detail to ensure accuracy and complete information.
• Respectful of confidentiality, and of the other requirements inherent within the role of representing the United Way, both at work and away
• Must have a valid Ontario driver’s license and regular access to a reliable vehicle.

**Application Procedure**
Qualified applicants are asked to submit a cover letter and resume outlining qualifications by **Friday, March 13th, 2020 at 5:00 pm** via:

Mail:  
Attention: Jeanine Clarke  
United Way Perth-Huron  
32 Erie Street  
Stratford, ON N5A 2M4

Email: jclarke@perthuron.unitedway.ca

The successful candidate will be expected to be in agreement with the mission and policies of UWPH. We thank all applicants for applying. However, only those chosen for an interview will be contacted.