



United Way Perth-Huron

Manager Community Development, Southern Huron, St. Marys and Area
United Way of Perth-Huron
Southern Huron and St. Marys & Area (Stratford office available)
Full time (37.5 hours/week)

At United Way Perth Huron, our mission is to improve lives and build community by engaging people and mobilizing collective action. We are committed to diversity, equity, and inclusion, and we continue to learn and grow as an inclusive organization. If you're ready to help drive impact (and enjoy the work along the way), we'd love to hear from you—please apply even if you don't meet every qualification listed.

If you require an accommodation due to disability at any stage of the hiring process, please email phillis@perthhuron.unitedway.ca with the nature of your request and your contact information.

Position Summary

- Full-time role based in Southern Huron, St. Marys and Area.
- Reports to the Director, Resource Development and Communication.
- Fundraising (including individual, corporate, workplaces and events) for both United Way Perth-Huron (UWPH) and United Housing (UH).
- Supports the Southern Huron Community Committee (SHCC) and the St. Marys and Area Community Committee (SMACC) by identifying local needs and advancing recommendations through the Community Impact & Allocations Committee (CIAC).

Resource Development (for United Way Perth-Huron and United Housing)

- Coordinate regional workplace giving initiatives, including account onboarding, training, and ongoing support.
- Maintain accurate donor and campaign information in the Customer Relationship Management (CRM) database.
- Identify new fundraising opportunities and build/maintain donor relationships.
- Develop and deliver an annual relationship-management plan for corporate and individual accounts, including growth targets.
- Prepare weekly fundraising reports for staff and volunteers.
- Support fundraising for United Housing, including capital campaign activities.
- Create opportunities to increase United Housing bond sales.
- Monitor and update regional account projections.
- Support the development and delivery of presentations and training.
- Liaise with labour representatives, where applicable.

- Coordinate regional scheduling to support effective use of the Executive Director's time.
- Incorporate planned giving into donor relationship management.

Financial Administration

- Follow established procedures for cash and cheque donations.
- Submit and process expense claims in accordance with UWPH procedures.

Volunteer Management

- Recruit, onboard, and train volunteers for the SHCC and SMACC.
- Keep volunteers engaged through action-oriented meetings and learning sessions; share impact updates and feedback.
- Coordinate volunteer recognition and appreciation.
- Maintain volunteer records and committee communications in the CRM.

Special Events

- Plan and deliver regional events as required.
- Increase attendance, reach, and revenue for the regional Kickoff and Coldest Night of the Year events.
- Support other United Way events as needed.
- Manage regional event budgets.

Sponsorship

- Develop and implement an annual plan to retain and grow sponsorship.
- Create sponsorship proposals and solicitation materials with the Communications team.
- Track and follow up on sponsorship requests (using CRM)

Marketing & Communication

- Promote UWPH and United Housing year-round to maintain community awareness.
- Provide stories and photos for the website, social media, and e-newsletters.
- Support the development of marketing materials as needed.
- Manage a regional Facebook group (with volunteer support) to promote Coldest Night of the Year and share UWPH impact and fundraising updates.
- Support implementation of the communications plan.

Community Impact

- Represent and build awareness of UWPH locally
- Lead and support community engagement on priority needs.
- Share information and connect resources within the community to support public education and advance advocacy efforts

- Be the conduit of community-specific issues and opportunities to Director of Community Impact & Research
- Build relationships with local social service providers, including funded partners.

Access Centre Site Administration (Exeter)

- Maintain a roster of qualified users.
- Manage bookings and access to space using a user-friendly system.
- Maintain user agreements and enforce site standards (e.g., payments, cleaning, and appropriate use of furnishings).
- With the Finance Office, manage receipt of related payments.
- Liaise with Property Management regarding maintenance needs.
- Ensure compliance with UWPH policies and relevant site procedures.
- Other duties as required to support the Access Centre.

Education & Experience

Preference will be given to applicants with the following:

- 5+ years of experience working and/or volunteering in the not-for-profit sector.
- Post-secondary education in fundraising, business, marketing, public relations, social services, volunteer management, communications, or related fields (an asset).

Job Requirements

- Strong public-speaking skills and clear, persuasive writing.
- Relationship management and donor development skills.
- Strong fundraising skills and creativity in outreach/engagement
- Proficiency with Windows-based software (Microsoft Office: Teams, Excel, Word, PowerPoint, Outlook). (Testing may be required). Fundraising database/CRM experience is an asset.
- Strong organization and time-management skills; able to prioritize and meet deadlines.
- Detail-oriented with a focus on accuracy and complete documentation.
- Maintain confidentiality and represent UWPH professionally in and outside the workplace.
- Ability to work occasional evenings and weekends for committee meetings and events.
- Valid Ontario driver's license and reliable access to a vehicle.

Application Procedure

Please submit a cover letter and resume outlining your qualifications by April 24.
Mail: Attention: Pam Hillis, HR Lead, United Way Perth-Huron
32 Erie Street Stratford, ON N5A 2M4 Email: phillis@perthhuron.unitedway.ca