



Resource Development Administrative Specialist

United Way Perth-Huron

Stratford, On

Full-time permanent (37.5 hours/week)

Salary range: 46,000 – 54,000

***Please note this role is full-time in office**

About Us

At United Way Perth-Huron, we work to improve lives and build community by bringing people together and mobilizing collective action. We are committed to diversity, equity, and inclusion, and we strive to create a workplace where everyone feels valued and supported.

About the Role

This role provides essential administrative and coordination support across two key areas: Resource Development (70%) and United Housing (30%).

You'll play a central role in keeping fundraising activities, donor engagement, and grant processes running smoothly—helping ensure strong relationships, well-executed campaigns, and timely, accurate reporting.

What You'll Do

- Coordinate calendars, meetings, and logistics to support the Resource Development team
- Provide administrative support to committees and volunteers, including meeting coordination and follow-up
- Support grant processes from application through reporting, ensuring deadlines and documentation are well managed
- Assist with donor stewardship activities, including communications, recognition, and tracking
- Support direct mail campaigns and donor communications
- Maintain accurate records in databases and support data integrity
- Contribute to efficient administrative systems and processes across teams

What You Bring

- Post-secondary education in administration, business, or a related field (or equivalent experience)
- Experience in an administrative role, ideally in a nonprofit or professional environment
- Strong organizational skills and ability to manage multiple priorities
- Excellent written and verbal communication skills
- High attention to detail and ability to work with confidential information
- Proficiency in Microsoft Office (Outlook, Excel, Word, Teams) and comfort learning new systems

Nice to Have:

- Experience with donor databases or CRM systems
- Familiarity with Adobe Creative Cloud

Why Join Us

- Be part of meaningful, community-driven work
- Collaborate with a passionate and supportive team
- Contribute to initiatives that directly impact your local community
- Work in an organization committed to learning, inclusion, and continuous improvement

Application Details

Please submit your cover letter and resume by **May 10, 2026**

Email: phillis@perthhuron.unitedway.ca

Mail:

Attention: Pam Hillis, HR Lead
United Way Perth-Huron
32 Erie Street
Stratford, ON N5A 2M4

No AI is currently used in our recruitment process

If you require accommodation at any stage of the hiring process, please let us know.

United Way Perth-Huron recognizes that the diversity among residents of Perth and Huron counties adds richness and benefits that strengthen our community. We're committed to providing a healthy, safe and inclusive place where respect and diversity are recognized assets. We welcome application from women, visible minorities, Indigenous People, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.