



About United Way KW & Area: United Way KW & Area works strategically to address our community's needs on a long term basis through a proactive business model. As the largest funder of social service programs outside of government, our annual workplace campaigns are an integral component of our success. But our commitment extends beyond monetary investment. We also mobilize staff, volunteers and other resources to change community conditions for the better. That's how change starts here.

We are currently in search of a vibrant and engaging personality to fill our **Resource Development Officer** position

Position Purpose:

The purpose of the position is to meet the leadership and donor program goals of United Way KW. You will formulate and implement strategies and meet goals compatible with a diverse fundraising environment. Cultivating new relationships and partnerships, stewardship of existing donors and volunteers, assisting in community development activities and meeting fundraising targets are key to the success of the position.

Position Focus:

- New Business - Fundraising
- Donor/Workplace/Volunteer Stewardship
- Fundraising Goal Setting and Plan Implementation
- Communications
- Community Development
- Team work

Qualifications:

- 5 to 7 years of experience in a diverse fundraising/sales environment, preferably in the not for profit sector
- Post-secondary education in a related field or equivalent experience
- Knowledge of United Way KW and its mandate
- Driven, results-oriented personality
- Strong presentation skills
- Exceptional customer service skills
- Intermediate mathematical skills; understanding of goal setting, budgeting, performance to goals/budgets, and variance analysis, and understanding of numeric reporting
- Excellent computer skills - database, Microsoft office products
- Willingness to work non-traditional hours on occasion; willingness to work overtime during the traditional annual campaign time frame
- Travel both within and outside Waterloo Region is required

Available: Immediately, Full Time, Permanent

Location: Kitchener-Waterloo, ON

Applications: must be received by February 29, 2012 at HR@uwaykw.org

We appreciate all applications; only those selected for an interview will be contacted.