



Job Description

POSITION:	Community Engagement & Events Coordinator
REPORTS TO:	Director of Philanthropy and Community Engagement
HOURS OF WORK:	Full-Time 35 hours/week
DATE OF REVISION:	December 2023

KEY RESPONSIBILITIES:

Reporting to the Director of Philanthropy and Community Engagement, the Community Engagement & Events Coordinator will be responsible for cultivating, growing, and deepening donor relationships by providing opportunities that inspire and engage people in the community to support the mission, vision, and core values of United Way of Thunder Bay. This position is responsible for developing, planning and delivering annual and one-time fundraising events and donor engagement experiences, monitoring resources and reporting on outcomes. The position will also support the promotion and engagement of new and existing workplace campaigns and the efforts of United Way affinity groups.

AREAS OF RESPONSIBILITY:

Campaign and Community Engagement:

- Design and implement engagement opportunities that create meaningful impact for all donors promoting donor retention and growth
- Strengthen, and grow relationships with workplace campaigns, supporters, volunteers, and community partners
- Cultivate and support new and existing volunteers supporting fundraising goals, activities, and events
- Promote and grow affinity groups (such as GenNext, Youth United)
- Identify new opportunities to grow the annual campaign

Communications:

- In conjunction with the Director, establish annual communications and marketing plan to clearly communicate and increase awareness of United Way of Thunder Bay's mission, vision, values and programs through strategic and consistent communication strategies

- Educate and inform community stakeholders, agency partners and donors about the work and impact of United Way of Thunder Bay

Fundraising Events:

- Design and deliver signature fundraising events, partnership events and experiences with specific goals and objectives for increased revenue and engagement
- In conjunction with the Director, establish annual sponsorship plan to promote events/programs through procurement of resources including revenue sources, sponsorships, in-kind donations, and volunteerism

Other:

- Provide guidance and support for interns, students and volunteers as required
- Acquire, maintain knowledge and use of the information management software system to fulfil responsibilities of position
- Update skills regularly to enhance knowledge and best practices to fulfil responsibilities of position
- Maintain manual of current position
- Other duties as assigned by the Director of Philanthropy and Community Engagement

The ideal candidate will have:

- A post-secondary education in a related field and/or appropriate work experience
- An understanding of the importance of open communication and teamwork
- Excellent interpersonal skills
- Excellent verbal and written communications skills
- Advanced knowledge of appropriate computer technology
- Knowledge of diverse communities
- Use of a vehicle and a valid driver's licence is required

Compensation package:

- \$42,000 - \$50,000 per year, commensurate with experience
- After 3-month probation period, employee is eligible to participate in the Employer's

Group insurance Benefits (including medical, dental, vision care) and 3% RRSP match

- 2 weeks paid vacation per year
- Reimbursement for mileage at the approved rate, as per Employer policy

Other considerations:

- Candidate must be 18 years of age or older and legally eligible to work in Canada
- Candidate must provide proof of full vaccination against COVID-19 upon acceptance of employment
- Candidate must provide a clear criminal background check upon acceptance of employment.

The United Way of Thunder Bay is an equal opportunity employer who encourages applications from all individuals including Indigenous people, persons with disabilities, visible minority groups and women.

Interested applicants should submit a resume, with a cover letter, to the attention of:

Janet Fairbridge, Director of Philanthropy and Community Engagement: jfairbridge@uwaytbay.ca

Deadline for applications: 4:30pm, Friday, January 5, 2024

We wish to thank all applicants, however only those selected for an interview will be contacted.