

## **Posting: Workplace Giving & Data Specialist**

### **Why Work with Us?**

Be part of an impactful, mission-driven organization. At United Way of Thunder Bay, we are committed to improving lives and building a strong community by engaging individuals and mobilizing collective action. Join our passionate team and help create a better future for all through strategic fundraising and community engagement.

### **Role Description**

The Workplace Giving & Data Specialist supports the Resource Development team in the strategic development and implementation of the United Way's annual Resource Development Plan. This position is responsible for relationship building with workplace accounts, including prospecting, cultivation, solicitation, and stewardship of accounts, as well as planning, implementing, and supporting specific fundraising components and events. Additionally, this role provides CRM support for the Resource Development team and Finance department.

You will work with campaign colleagues to analyze previous year's data and establish priorities, prospects, and areas of opportunity for philanthropic growth. You will manage and grow an assigned portfolio, building mutually beneficial relationships with key stakeholders to increase revenue and potential opportunities. Comprehensive records for workplace and corporate accounts will be maintained, and support will be provided to workplace campaigns and private sector accounts.

In CRM support, you will ensure accurate data entry, including gift entry, pledge processing, and donor acknowledgements. You will assist in maintaining the system's data integrity, coordinate with Finance to ensure data reconciliation, and provide donor research and cultivation support. Regular monitoring of accounts and reporting any concerns will also be part of your responsibilities.

### **Job Specifications**

- Post-secondary education in a related field and/or appropriate experience
- Experience in the voluntary/not-for-profit sector
- Background in fundraising is an asset
- Proficiency with Microsoft Office Suite and knowledge of CRM software
- Use of a vehicle and a valid driver's license
- Clear criminal records check

### **How to Apply**

If you are passionate about making a difference and have the required skills and experience, please submit your resume and cover letter to [esayat@uwaytbay.ca](mailto:esayat@uwaytbay.ca) by July 31, 2024.

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.

***Join us in creating lasting change in Thunder Bay!***