
**UNITED WAY NIAGARA
JOB DESCRIPTION**

POSITION TITLE: DEVELOPMENT OFFICER, ANNUAL GIVING
REPORTS TO: DIRECTOR, RESOURCE DEVELOPMENT
DEPARTMENT: DEVELOPMENT
TYPE OF POSITION: FULL-TIME (REQUIRES FLEXIBLE HOURS), PERMANENT

POSITION SUMMARY:

Reporting to the Director of Resource Development, the Development Officer, Annual Giving is responsible for the strategic planning and execution of fundraising initiatives to support the United Way Niagara's annual campaign. The primary focus of this role is to build and nurture relationships with workplaces that host employee giving campaigns, driving revenue growth and engagement.

The Development Officer, Annual Giving also plays a key role in supporting the Municipal Challenge, the Campaign Ambassador Stewardship Strategy, and the GenNext Cabinet.

Success in this role requires a deep understanding of both corporate and individual donor engagement, the integral role volunteers play in the fundraising process, and the impact of United Way Niagara within the nonprofit sector, particularly in the allocation of funds.

A strong background in planning, preparing, and executing successful fundraising campaigns, along with expertise in donor relations, is also essential to excel in this position.

ABOUT UNITED WAY NIAGARA:

United Way Niagara is a charitable organization dedicated to improving lives and building community by engaging individuals and mobilizing collective action. To learn more about United Way Niagara, visit <https://www.unitedwayniagara.org/about/>.

COMPENSATION STRUCTURE:

- Salary Range: \$52,000 – \$59,000 annually
- Benefits:
 - Three weeks of paid vacation time
 - Flexible working arrangements
 - Pension plan with employer matching
 - Paid sick/personal days
 - Extended health benefits



KEY RESPONSIBILITIES:

- Provide support to designated workplace accounts running employee giving campaigns, ensuring all logistics and details are completed within established timelines;
- Cultivate and manage strong relationships with designated workplace accounts, offering exceptional customer service to Campaign Ambassadors and canvassers, and maximizing opportunities for campaign growth;
- Assist in the implementation and execution of direct mail programs, fundraising events, stewardship activities, and donor recognition efforts;
- Manage the annual Municipal Cup Challenge, ensuring municipal participants are equipped, engaged, and motivated to make a meaningful impact while enjoying the competition;
- Serve as the staff liaison for the GenNext Cabinet, providing support for their chosen initiatives and ensuring successful execution;
- Lead stewardship activities for Campaign Ambassadors, ensuring they are recognized and engaged throughout the campaign;
- Work independently and proactively reach out to donors and workplace contacts via phone and email, driving engagement and support;
- Other duties as required.

**Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. It should not be considered an all-inclusive listing of work requirements. It can be expected that duties, responsibilities and activities may change over time as needs evolve with or without notice.*

KEY ASSETS:

- Experience with databases and Microsoft office;
- Proven communication skills including written, interpersonal, and oral/presentation skills;
- Exemplary organization and time management skills, interpersonal skills, and computer skills;
- Willingness to learn new skills and motivation to implement them;
- Commitment to providing strong customer service to donors, fundraising staff, volunteers, and key stakeholders;
- Ability to work collaboratively and self-directed.

JOB REQUIREMENTS:

Education: Post-Secondary education and/or relevant combination of education and work experience in fundraising, public relations or a related field.

Experience: 2-3 years demonstrated fundraising and/or customer service experience.

Other: Access to reliable transportation.



United Way Niagara
63 Church Street, Suite LC1
St. Catharines, ON L2R 3C4
Phone: (905) 688.5050
Fax: (905) 688.2997
www.unitedwayniagara.org

WORK ENVIRONMENT:

This position is full-time at 35 hours per week, typically Monday to Friday between 8:30am to 4:30pm; however, the workweek hours may vary and will require a candidate to have flexible availability, including evenings and/or weekends.

The Development Officer, Annual Giving will be expected to work a combination from the St. Catharines United Way office, remotely and directly with workplaces and businesses throughout the Niagara Region.

HOW TO APPLY:

Interested applicants please submit a cover letter and resume to Chelsey Maclachlan Wormald at chelsey@unitedwayniagara.org or by mail to United Way Niagara, 63 Church Street, LC1, St. Catharines, ON L2R 3C4 (Attention: Chelsey Maclachlan Wormald) Friday April 4, 2025 at 4:00pm.

We encourage early applicants as we plan to hire a suitable candidate immediately. We will be conducting interviews as suitable candidates apply. The position will remain open until filled. Please note that only those selected for an interview will be contacted.

United Way Niagara hires based on merit and is strongly committed to diversity and equity within our community and to providing a welcoming and inclusive workplace. We especially welcome applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, support@unitedwayniagara.org.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), individuals requiring accommodation during the application/recruitment process should advise the interviewer so that arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.