



**United Way
Niagara**

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

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), CONTRACT

POSITION SUMMARY:

Reporting to the Director, Resource Development, the Development Officer, Annual Giving is responsible for raising funds through a diverse portfolio of revenue streams.

The Development Officer, Annual Giving is responsible for developing and managing relationships with workplaces that conduct employee giving campaigns to drive revenue. The Development Officer, Annual Giving will also provide fundraising administrative support as directed, with a particular focus on direct mail campaigns.

Critical to this role is meticulous attention to detail and excellent organizational, project and time management skills. Additionally, a knowledge of and interest in the planning, preparation, and execution of a successful fundraising campaign including donor relations is essential.

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/>.

KEY RESPONSIBILITIES:

- Cultivate and manage strong relationships with designated workplace accounts, offering exceptional customer service to Campaign Ambassadors and canvassers, and maximizing opportunities for campaign growth.
- Track and evaluate performance for assigned workplace accounts, working strategically to meet and exceed campaign goals through employee giving and corporate support initiatives.
- Provide administrative support for the planning, coordination, and execution of direct mail campaigns.
- Other duties as assigned.

**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.*



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KEY ASSETS:

- 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;
- Experience with databases and Microsoft office;
- 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.

WORK ENVIRONMENT:

This full-time contract position (35 hours per week at \$25/hour) runs until March 31, 2026, with the possibility of extension. Regular hours are typically Monday to Friday, 8:30 a.m.–4:30 p.m., though flexibility is required for occasional evenings and weekends. The Development Officer, Annual Giving will work from the St. Catharines United Way office, remotely, and on-site with workplaces and businesses across the Niagara Region.

HOW TO APPLY:

Interested applicants please submit a cover letter and resume to Chelsey MacLachlan Wormald at chelsey@unitedwayniagara.org.

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.