

UNITED WAY NIAGARA JOB DESCRIPTION

POSITION TITLE: INTERIM DIRECTOR, RESOURCE DEVELOPMENT (18-MONTH CONTRACT)
DEPARTMENT: DEVELOPMENT
TYPE OF POSITION: FULL-TIME (REQUIRES FLEXIBLE HOURS), 18-MONTH CONTRACT

POSITION SUMMARY:

United Way Niagara is seeking a passionate and strategic fundraising professional for an 18-month contract. The successful candidate will work closely with the Director of Resource Development until March 2026, supporting all aspects of fundraising, donor engagement, and stewardship. Beginning in March, the position will transition to cover the Director's parental leave, taking a lead role in overseeing United Way's fundraising strategy and development operations.

This is an exciting opportunity to contribute to the impact United Way Niagara makes across the region, strengthening communities and improving lives through strategic investments in local social services.

KEY RESPONSIBILITIES:

Phase 1: Support and Collaboration (November 2025 – March 2026)

- Partner with the Director of Resource Development to execute workplace campaigns, major gifts, and donor engagement initiatives.
- Support Campaign Cabinet activities, including meeting preparation, volunteer coordination, and stewardship events.
- Collaborate with the Communications team to produce campaign materials, donor reports, and impact updates.
- Contribute to donor data management and reporting, ensuring accuracy and consistency across CRM systems.
- Build and maintain relationships with workplace partners, sponsors, and individual donors.

Phase 2: Leave Coverage (March 2026 – April 2027)

- Lead and oversee United Way Niagara's comprehensive fundraising program, including workplace campaigns, major gifts, individual giving, and grants.
- Supervise and mentor the Development team to ensure successful execution of annual fundraising and stewardship plans.



**United Way
Niagara**

United Way Niagara
63 Church Street, Suite LC1
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Phone: (905) 688.5050
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unitedwayniagara.org

- Manage donor recognition, reporting, and relationship stewardship to ensure ongoing engagement across all giving levels.
- Serve as staff lead to the Campaign Cabinet and other volunteer committees, overseeing volunteer recruitment, engagement, and stewardship to enhance campaign results.
- Monitor fundraising progress and prepare reports for the CEO and Board of Directors.
- Oversee the development and achievement of annual fundraising goals and budgets.
- Leverage data and insights from CRM systems to inform strategy, evaluate performance, and identify growth opportunities.
- Collaborate with internal departments, including Communications, Finance, and Community Impact, to ensure alignment and maximize impact.
- Represent United Way Niagara at community and donor events to enhance visibility and strengthen partnerships.
- Perform other duties as required to support organizational goals.

**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.*

QUALIFICATIONS

- Minimum 7–10 years of progressive experience in fundraising, development, or related nonprofit leadership roles, including experience leading staff and volunteers.
- Proven ability to manage campaigns, donors, and volunteers in a complex, multi-stakeholder environment.
- Proven ability to design, implement, and evaluate fundraising strategies that achieve measurable results.
- Strong relationship-based fundraising experience, including corporate partnerships, workplace campaigns and major gifts.
- Demonstrated success managing and motivating staff and volunteers.
- Knowledge of donor relationship management systems (CRM) and data-driven fundraising approaches.
- Excellent communication, presentation, and interpersonal skills.
- Sound financial acumen, with experience in goal setting, budgeting, and performance tracking.
- Collaborative leadership style, with a commitment to equity, inclusion, and community impact.



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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 Interim Director, Resource Development 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 Alana Hoyle at alana@unitedwayniagara.org or by mail to United Way Niagara, 63 Church Street, LC1, St. Catharines, ON L2R 3C4 (Attention: Alana Hoyle).

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.