



**United Way
Niagara**

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

UNITED WAY NIAGARA JOB DESCRIPTION

POSITION TITLE: DIRECTOR, RESOURCE DEVELOPMENT
DEPARTMENT: DEVELOPMENT
TYPE OF POSITION: FULL-TIME (REQUIRES FLEXIBLE HOURS), PERMANENT

POSITION SUMMARY:

The Director, Resource Development will play a critical role in supporting and advancing United Way Niagara's fundraising strategy. This full-time, permanent position is designed to provide both immediate support to the Resource Development portfolio and leadership continuity during an upcoming parental leave within the department. Responsibilities will evolve over time as organizational needs shift.

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.

COMPENSATION STRUCTURE:

- Benefits:
 - Three weeks of paid vacation time
 - Flexible working arrangements
 - Pension plan with employer matching
 - Paid sick/personal days
 - Extended health benefits

KEY RESPONSIBILITIES:

Fundraising Strategy & Execution

- Partner with the Director of Resource Development (and act in a leadership capacity during their leave) to plan and execute workplace campaigns, major gifts, individual giving, and donor engagement initiatives.
- Lead components of United Way Niagara's comprehensive fundraising program, including workplace campaigns, major gifts, grants, and annual giving activities.
- Build and maintain strong relationships with workplace partners, sponsors, labour partners, and individual donors to support year-round fundraising.

Volunteer & Cabinet Leadership

- Serve as staff lead to the Campaign Cabinet and other volunteer committees, including volunteer recruitment, coordination, engagement, and stewardship.
- Prepare materials, briefings, and support structures for volunteers to ensure an effective and energized volunteer leadership group.

Team Collaboration & Leadership

- Support and, when required, supervise and mentor members of the Development team to ensure successful execution of fundraising and stewardship plans.
- Collaborate closely with internal departments—Communications, Finance, and Community Impact—to align fundraising strategies with organizational priorities and messaging.

Donor Stewardship & Communications

- Oversee donor recognition, stewardship activities, and reporting to ensure meaningful engagement across all giving levels.
- Work with the Communications team to develop campaign materials, donor reports, impact updates, and other fundraising content.

Data, Reporting & Insights

- Contribute to donor data management and reporting, ensuring accuracy within CRM systems.
- Monitor fundraising performance and prepare reports for the CEO and Board of Directors as required.
- Leverage data and insights to inform strategy, evaluate progress, and identify opportunities for growth.

Community Representation

- Represent United Way Niagara at community events, workplace functions, and donor engagement activities to enhance visibility and cultivate strong community partnerships.

Other Duties

- Perform other responsibilities as assigned to support the Resource Development portfolio and organizational goals.



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- Duties may evolve over time based on organizational needs and the return of the Director of Resource Development from leave.

**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.