



## Job Posting

### **Position: Senior Manager, Government of Canada Workplace Charitable Campaign (GCWCC)**

**Reports to:** National Director, GCWCC

**Language Requirement:** Bilingual (English and French) - Imperative

**Location:** Position is in Ottawa, with opportunity for hybrid work model

**Hiring Salary Range:** \$75,000-\$95,000, commensurate with experience

**Posting Date:** June 7, 2024

**Reply Deadline:** June 24, 2024

**Reply to:** [careers@unitedway.ca](mailto:careers@unitedway.ca)

### **Job Profile**

United Way Centraide (UWC) is Canada's leading network of local community builders empowering people to make lasting social change in their community. With a presence across Canada, serving over 5000 communities, our federated network of local United Ways and Centraides tackle the important social issues of poverty and social exclusion in their communities. Our vision is that everyone in every community has the opportunity to reach their full potential. United Way Centraide Canada (UWCC) is the national office that provides leadership and services to UWC members across the country.

UWCC is seeking a fundraising or project management professional to support the development of Canada's largest workplace campaign, Government of Canada Workplace Charitable Campaign (GCWCC).

Reporting to the National Director, the Senior Manager is responsible for the successful implementation of a strategic and effective annual employee giving campaign in all federal government workplaces and manages the development of campaign tools and materials, national mobilization and communications strategies, recognition programs, and campaign projects.

### **Responsibilities**

#### **Strategy Development**

- Participates in developing the GCWCC's philanthropic strategies and ensures successful implementation.
- Proposes and develops strategies to grow workplace campaigns in the various federal departments, agencies, and corporations.
- Maximizes donor and stakeholder engagement through effective management of strategy, programs, and campaign materials.
- Advises the National Director in optimizing efforts to achieve GCWCC's objectives.

## **Management and organization**

- Works very closely with the National Director.
- Oversees the work of the communications and campaign development team members.
- Monitors and evaluates key performance indicators during the campaign to project results, as well as identify opportunities and risks.
- Manages internal projects and initiatives, ensuring timeliness and accuracy while monitoring measurables accordingly.
- Coaches and supports senior campaign volunteers at federal departments, agencies, and corporations.
- Acts as an advisor to support the team when responding to GCWCC campaign volunteers and local managers within the United Way Network.

## **Representation**

- Represents the GCWCC National Office in collaboration with the National Director in the GCWCC Campaign Cabinet, and at fundraising, awareness, training, and other events.
- May be called upon to represent the GCWCC at various GCWCC local, regional, and national meetings.
- Participates on internal staff committees.

## **Qualifications**

### **Education:**

- Undergraduate degree or diploma in fundraising, business administration, management and/or other related discipline.

### **Experience:**

- Minimum 5 years of work experience in fundraising, campaign management, and/or other related disciplines.
- Previous supervisory experience in a non-profit or philanthropic environment.
- Experience in the not-for-profit and/or public sector environments an asset.
- Experience working with volunteers.

### **Skills & Knowledge:**

- Proven ability to manage competing priorities and to meet deadlines
- High degree of autonomy and effective response to pressure
- Strong knowledge of federal public service structure and accountabilities
- Good judgment, ability to deal with ambiguity and lead by influence in a complex environment
- Strong communications skills (written and verbal)
- A team player, who has demonstrated excellent interpersonal and customer service skills; strategic and politically savvy
- Ability to think strategically while also paying close attention to details
- Integrity and professional ethics
- Sense of responsibility and efficiency
- Strong computer and technology skills (Windows/PC based environment)
- Flexibility to work evenings and weekends, on rare occasion.
- Occasional travel outside the Ottawa area may be necessary.

## **DIVERSITY, EQUITY, AND INCLUSION**

United Way Centraide Canada hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes 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.

### **How to apply**

Please send your **cover letter along with your resume** in confidence to:  
[careers@unitedway.ca](mailto:careers@unitedway.ca)

We thank everyone for applying; however, only qualified candidates will be contacted.