Secondment Opportunity

Campaign Associate

Representing UVic at the United Way

(Temporary August 28th – December 15, 2017)

(Application Deadline: July 7th, 2017)

UVic is inviting applications from across campus to select a staff member who is interested in assisting with the Greater Victoria United Way fundraising campaign this fall as UVic’s “Campaign Associate” to the Greater Victoria 2017 campaign.

**Important information for departments:** The sponsoring department remains responsible for the cost of the employee’s salary/benefits for the duration of the secondment and authorizing departmental signatures are required for the secondment agreement to be implemented. The sponsoring department will be provided with access to funding to hire a co-op student or other temporary replacement staff during the period of the secondment.

**Important information for interested staff:** The secondment is open to all UVic employee groups. Departmental approval (verbal) is required on application. Please check the full job description below and carefully consider the requirements of the position (duties, responsibilities, qualifications – including driver’s license and vehicle). Applications should include contact details of the supervisor or manager providing departmental approval. Applications should be sent to Charles McQuade, Director Operations, External Relations (mcquade@uvic.ca), or Sacha Ravelli, Administrative Assistant, Community & Government Relations (s ravelli@uvic.ca) via email and no later than July 7th. The successful candidate will be selected by a committee comprised of UVic and United Way representatives.

Any parties requiring additional information should contact Charles McQuade, Director of Operations for External Relations at 250 472-4489 or via email at mcquade@uvic.ca
2017
Campaign Associate
(Formerly Loaned Representative) Job Description

Position: Campaign Associate, full time position
Location: United Way of Greater Victoria, #201 – 633 Courtney Street
Time Period: August 28 to December 15, 2017

PRIMARY FUNCTION
Campaign Associate will work directly with Resource Development staff to support and advise workplace volunteers and their committees, in planning and executing successful workplace campaigns.

RESPONSIBILITIES
Campaign Associates work under the direction of UW Resource Development Staff.
Main duties include:

- Working collaboratively with Resource Development staff in supporting internal United Way planning for the annual community campaign
- Initiating face-to-face campaign planning meetings with assigned workplace volunteers
- Along with Resource Development staff provide support to campaign workplace volunteers by coaching, supporting and motivating Employee Campaign Chairs (ECCs), Leadership Chairs (LCs) and their committees on successful campaign strategies
- Presenting the United Way message and facilitating workplace campaign events
- Attending training sessions to network with workplace volunteers and to assist where required
- Coordinating canvasser training for workplace volunteers
- Ensuring adequate campaign materials are provided to workplaces for their prospective donors
- Maintaining ongoing dialogue with ECCs and LCs to monitor progress and provide encouragement
- Providing regular progress updates to Resource Development staff on current status and activities of accounts. The frequency of updates will be determined by Resource Development staff on an account by account basis.
- Networking as a champion of United Way at campaign special events and functions, as appropriate
- Picking-up, accurately recording and signing-in donations received from accounts
- Data collection and management
- Delivery of donor recognition tools with Resource Development staff
- Writing assessments on all workplace accounts, including recommendations for next year’s campaign

QUALIFICATIONS

- Excellent interpersonal, communication and networking skills
- Strong time management, planning and organizational skills
- Computer experience with Microsoft Office programs (Word & Excel), and Outlook
- Ability to work effectively in a team environment
- Interest in personal and professional growth
- Willingness to speak in public and the potential to deliver presentations
- Positive attitude, willingness to learn and a strong commitment to the job at hand
- Capacity to work flexible hours is required
- Valid Driver’s license and vehicle is required
BENEFITS

- Enhance teamwork, customer service and organizational skills
- Relationship management skills
- Develop public speaking and presentation skills
- Build relationships in the community and expand current network
- Improve negotiation skills
- Enhance project and time management skills
- Learn how community problems and issues are overcome
- Make a personal investment in our community
- Have an opportunity to represent your organization in the community

The above reflects the general details to describe and evaluate the principal functions of the job identified, and shall not be taken as a detailed description of all the work requirements.