



2020 Campaign Associate Job Description

Position: Campaign Associate, full time position
Location: United Way of Greater Victoria, #201 – 633 Courtney Street
Time Period: Monday, August 31st to Friday, December 18th, 2020 *

PRIMARY FUNCTION

Reporting to the Director of Donor & Partners Relations, the Campaign Associate will work directly with Donor Relations team members to support and advise workplace volunteers and their committees, in planning and executing successful workplace campaigns.

This position is not funded by the United Way Greater Victoria. This is a sponsored position and no donor dollars are used

RESPONSIBILITIES

- Participate fully as a member of the Campaign Associate team by attending all training, planning meetings and supporting campaign events
- Establish and foster relationships with campaign volunteers at workplaces through effective communication, problem solving and team building skills
- Support workplaces by participating in the planning, implementation, target setting and evaluation of their United Way campaigns
- Interface via technology with key accounts in anticipation of increasing “virtual” campaigns
- Work with Director and Donor Relations Team to identify and develop strategies to maximize opportunities for engagement and education of important social issues and fundraising within accounts or workplaces
- Lead campaign meetings, facilitate training sessions and presentations to a variety of groups from workplaces that support United Way. Flexibility and readiness to lead and facilitate online or in person dependent upon the changing environment
- Along with Donor Relations 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
- Independently travel to supporting workplaces to pick up and drop off campaign materials and collect donations (respecting physical distancing as appropriate)
- Coordinate and host engagement and education opportunities for workplaces. I.e. panel discussions, speakers, agency tours and interactive learning opportunities (virtual and/or face to face dependent on circumstances)
- Maintain and update United Way’s data base and account logs on a regular basis to ensure current and accurate information in order to achieve goals
- Complete the campaign cycle by ensuring that award requests are submitted, letters of thanks are written and final reports are completed for each account
- Participate in donor retention and thank you calls
- Complete miscellaneous tasks or projects that don’t relate to your assigned accounts.

The responsibilities and focus of tasks within the role could change depending on the required needs and environment ie: there is an anticipated shift to more virtual work



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QUALIFICATIONS

- Strong communication, time management, planning and organizational skills
- Supportive of a positive customer/donor experience
- Team-oriented
- Computer proficiency with Microsoft Office programs (Word & Excel), and Outlook
- Adaptable and comfortable with using new technology and a variety of platforms for online meetings or virtual event tools
- Goal-oriented
- A passion and interest in community social causes
- Willingness to speak in public and the potential to deliver presentations – including virtual
- Capacity to work flexible hours is required
- Valid BC Driver's license and vehicle is required

***Please note: Attendance is mandatory for the training period.**

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.

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 of up to \$12,000 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 Human Resources website for the full job description 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 (relevant budget authorization required).

Applications should be sent to FRrecruit@uvic.ca and no later than August 14, 2020. The successful candidate will be selected by a committee comprised of UVic and United Way representatives.