

Job Description
United Way Saint John, Kings & Charlotte

POSITION TITLE: Relationship & Development Officer

REPORTS TO: Executive Director

ROLE DESCRIPTION:

Working out of our Saint John office, the United Way Saint John, Kings & Charlotte is looking for a passionate, professional, and community-minded individual to join our team. You're the ideal candidate if you're positive, outgoing and able to build and maintain relationships easily. We are looking for someone with excellent communication skills who is passionate about building our community.

Responsibilities

- Build new and maintain existing relationships with donors, funded partners and volunteers.
- Recruit, train, motivate and support workplace campaign volunteers.
- Enhance the visibility of United Way in the local community.
- Champion the United Way movement.
- Generate and follow up on new partnership leads.
- Coordinate and attend corporate visits.
- Deliver presentations to workplaces, the community and other events.
- Ensure accurate account information is maintained on the relationship management software.
- Recruit, engage and steward donors.
- Help maintain and amplify the social media presence (FB, Instagram and Twitter).
- Assist in the planning and implementation of United Way events (Songs of the City, Area 506 volunteers, and Campaign Kick-Off).
- Assist in evaluation and planning of campaign activities.

Requirements

- Bachelor's degree or equivalent experience.
- Exceptional interpersonal and networking skills.
- Strong written and verbal communications skills (French is an asset).
- Excellent organizational and time management skills.
- Ability to multi-task and prioritize.
- Innovative and adaptive problem-solver.
- Self-motivated, ability to work independently.
- Superior computer skills (Microsoft Office, social media).
- Demonstrated success in relationship management.
- Team player.
- Must have a reliable vehicle and valid driver's license.
- The position is in Saint John, New Brunswick.

Rewards

- Being a part of a strong and innovative team.
- Participating in community change.
- Member of a bargaining unit (CUPE local 5048).
- Competitive compensation.
- Flex time.
- This is a full-time, permanent position (must be eligible to work in Canada)
- Salary \$48,00-\$51,000

To apply, send resume and cover letter to info@unitedwaysaintjohn.com by Feb 26th, 2023