

**Job Advertisement: Resource Development Manager
Permanent Full-Time Union (CUPE) Position
Work Location: Saint John, New Brunswick**

Application Deadline: May 23rd, 2025

United Way Maritimes — with teams located in and serving the regions of Central New Brunswick, Colchester & Cumberland Counties, Halifax, Lunenburg County, Pictou County, Prince Edward Island, and Saint John, Kings & Charlotte — is a for-impact organization that brings donors, volunteers, and partners together to create lasting social change. We believe everyone matters and deserves to belong, be safe, and live a life of their choosing. To help, United Way Maritimes alleviates and reduces local poverty by funding, partnering, convening, and advocating for solutions. United Way Maritimes is part of a federated movement of 60+ United Ways across the country.

The staff at United Way Maritimes takes pride in bringing together people who have a range of experience, talents, and backgrounds. Our staff share a passion for each of the places we call home and bring many different skills and strengths to the work we do. Our community and social change priorities include poverty, social isolation, affordable housing, persons experiencing marginalization and vulnerability, and recovery and resilience to environmental, mass casualty and public health emergencies. We provide a supportive and flexible work environment filled with opportunity, support, balance, and laughter.

Reporting to the Senior Executive Director, Central & Southwestern NB, the Resource Development Manager works collaboratively to generate resources, engage, and steward donors and volunteers, and to implement programs and partnerships to address critical issues in our community. They also work closely with the Senior Executive Director to support local community impact work.

The key responsibilities of the role include:

- Delegate tasks and actively support the Relationship & Development Officer in planning and implementing campaign, outreach activities, and achieving fundraising targets.
- Develop and monitor annual fundraising account plans to realize growth in each campaign and implement new strategies and engagements to diversify revenue and strengthen engagement.
- Work with various campaign and fundraising volunteers to generate new revenue for the organization.
- In collaboration with the regional Marketing & Communications and Philanthropy & Growth teams, prepare funding proposals, donor reports, and mailings.
- Support community impact priorities by assisting in funding processes and building strong relationships with funded agencies.

Our ideal candidate is self-directed, diligent, efficient, and an effective and creative problem-solver. They bring energy and strong relationship building skills to this role to achieve fundraising results and generate impact in our community. They embrace change and are excited to learn, grow, and make a difference every day.

Additional Qualifications:

- Post-secondary degree (or equivalent experience) with at least 3-5 years of progressive experience in fundraising, business development or professional sales or a related relationship-focused environment.
- Strong interpersonal and exceptional written and verbal communication skills.
- Extensive experience working with Microsoft applications.
- Comfort with learning and using different online software applications.
- Experience with public speaking, making presentations and group facilitation.
- French language skills considered an asset.

United Way Maritimes is committed to a comprehensive compensation package including salary, pension contribution, health and dental benefits, generous vacation time, professional development and training. The salary for this unionized position is \$69,000 per year. If you have questions about the role or compensation package, please contact Alexya Heelis at jobs@unitedwaymaritimes.ca or 506.658.1214.

If this sounds like you, let us know by sharing your resume and cover letter outlining why you could be the right fit for United Way and this role. Submit your application to jobs@unitedwaymaritimes.ca by May 23rd at 11:59pm (AST).

United Way Maritimes deeply values equity and is committed to ensuring our staff community reflects the diversity of the wider community. We welcome applications from African Nova Scotian people, persons of African descent, Indigenous peoples, racialized people, women, persons with disabilities, persons of varied sexual and gender identities, and others with the skills and knowledge to productively engage with diverse communities. United Way Maritimes seeks to maintain its commitment to inclusion and equity and recognizes that increasing the diversity of our staff supports this objective.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation should discuss their needs in advance of the assessment.