



2019 Campaign Associate Job Description

Position: Campaign Associate, full time position
Location: United Way of Greater Victoria, #201 – 633 Courtney Street
Time Period: Monday, August 26th to Friday, December 13th, 2019 *

Nature & Scope

The Campaign Associate will work directly with the Donor Relations staff to support and advise workplace volunteers and their committees, in planning and executing successful United Way of Greater Victoria (UWGV) workplace campaigns.

The incumbent of this position performs all duties and activities in accordance with the Vision, Mission and Values of UWGV and adheres to the organization's policies and procedures at all times.

Accountabilities

The Campaign Associate works under the direction of UWGV Donor Relations (DR) Staff.
Main duties include:

- Working collaboratively with DR in supporting internal UWGV planning for the annual community campaign
- Initiating face-to-face campaign planning meetings with assigned workplace volunteers
- Along with DR 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 UWGV 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 DR staff on current status and activities of accounts. The frequency of updates will be determined by DR staff on an account by account basis.
- Networking as a champion of UWGV 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 DR 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
- Proficient in Microsoft office suite products
- 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 BC driver's license and access to a vehicle



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Benefits

- Enhance teamwork, customer service and organizational skills
- Increase 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

***Please note: Attendance is mandatory for the training period from August 26th to September 4th.**

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.