



**United Way**  
Newfoundland  
and Labrador

UNITED WAY NEWFOUNDLAND AND LABRADOR

# WE ARE HIRING!

## CAMPAIGN COORDINATOR

LET'S SEE YOUR #LOCALLOVE!





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United Way Newfoundland and Labrador (UWNL) exists to improve lives and build community by engaging individuals and mobilizing collective action. UWNL has been helping to support and advocate for our local communities for over 15 years and has invested over 7 million dollars so far in NL, focused on three main goals:

- Moving people from **Poverty to Possibility**
- Building **Healthy People, Strong Communities**
- Helping kids be **All That Kids Can Be**

We are looking for an energetic, enthusiastic, and experienced person to join the UWNL team as our Campaign Coordinator. Reporting directly to the Executive Director, you will play a key role in helping us achieve our annual fundraising goals with specific responsibilities for:

- Coordinating and collaborating with volunteers to organize, launch and carry out successful UWNL campaigns.
- Providing support and assistance to Employee Campaign Coordinators (ECCs).
- Organizing, facilitating, and recruiting impact speakers for workplace 'Kick Off' events.
- Conducting workplace presentations as required.
- Planning, organizing, and developing campaign related meetings, events and special functions.
- Organizing and facilitating stewardship and recognition for donors and improving donor experience.
- Conducting training of workplace and other volunteers.

**Other duties will include:**

- Capturing and processing all campaign file data and maintaining corresponding databases for all accounts.
- Communicating national reporting for GCWCC (Government of Canada Workplace Charitable Campaign) results.



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### **What you bring:**

- Post-secondary certificate, diploma or degree from an accredited college, technical institute or university in a relevant discipline and/or equivalent experience.
- Minimum 3 years experience with focus on fundraising.
- Demonstrated successful fundraising, research, and event planning management experience.
- Experience in public speaking and group facilitation techniques that fosters understanding and collaboration.
- Strong knowledge of computer software programs including MS Suite of products.
- Excellent planning, time management and organizational skills.
- Valid Newfoundland and Labrador Drivers' License and access to a reliable vehicle
- Excellent written and verbal communication skills, including phone presence.
- Ability to work independently, manage multiple tasks, and meet project deadlines with a high degree of accuracy.

### **What we offer:**

- Competitive Salary
- Flexible Work Schedule
- RRSP Contribution Match
- Health and Dental Benefits Plan
- Annual Wellness Benefit
- Generous Vacation/Leave Benefits
- An opportunity to make a difference in the lives of those who need a hand up.

If you're ready for a new and rewarding challenge we'd like to hear from you. Please forward your resume to:

**[careers@nl.unitedway.ca](mailto:careers@nl.unitedway.ca)**

### **Please Note:**

United Way Newfoundland and Labrador values inclusiveness and diversity in our team. We strictly prohibit harassment and discrimination based on gender, sexual orientation, ethnicity, disability, religious beliefs, or any other protected characteristic as outlined by federal and provincial laws.

All potential candidates must present a Certificate of Conduct with a Vulnerable Sector check prior to any offer of employment being finalized.