



United Way Southern Vancouver Island (UWSVI) is a leading non-profit working to transform lives on Southern Vancouver Island. As part of our United Way team, you can make your community better while growing professionally in the process.

Why UWSVI?

- Highly collaborative team environment
- Opportunity to improve lives in our community
- Competitive salaries
- Extended Health Care Group Insurance, including medical and dental benefits for you and your family
- Retirement Savings Plan
- Great work space (downtown Victoria) + possibility of some remote

Job description

The Donor Relations Officer (DRO) reports to the Director, Donor & Partner Relations (DDPR) as a key fundraising and relationship manager. Responsible for optimizing donations and revenue at workplace accounts by increasing number of employee donations and growing average donation amounts. The incumbent will have a passion for the donor, strong organizational skills, and to meet and exceed fundraising goals.

Summary of Duties & Responsibilities:

- Manage strategic and tactical plans to meet and exceed goals at assigned UWSVI client workplaces
- Identify new opportunities within accounts to engage the employees and grow donations/revenue
- Build and strengthen productive, trusting, and respectful relationships with a wide array of stakeholders, with a focus on driving the reach and duration of the community campaign.
- Assist leadership with workplace account analysis and with campaign planning in order to meet revenue/donation targets
- Work closely with the Major Gifts team to optimize the donor experience and revenue
- Work in partnership with long term volunteers to achieve and grow fundraising objectives within assigned accounts including coaching and guiding volunteers to help them perform
- Work closely with Campaign Associates and volunteers; coaching and guiding them to effectively perform their roles and responsibilities within their assigned portfolios
- Ensure that records pertaining to the management of each fundraising account are accurate and up to date in our fundraising software
- Provide support as assigned for the organizing of special events at workplace accounts

Skills & Abilities

- Four year undergraduate degree or equivalent in a related area is preferred
- A minimum 3 years' experience in the areas of relationship development, fundraising, sales and/or marketing is required
- Proficiency in Microsoft Office suite products and CRM database management
- Highly effective interpersonal, written, and verbal communication skills with experience delivering presentations on-line and in-person
- Experience with goal setting, donor/customer relations, and driving results
- Ability to develop and maintain positive relationships with a variety of stakeholders
- Adaptable and able to flourish with change
- Capable of working independently and as part of a wider team
- Self-motivated and prepared to take ownership of projects
- Team leadership experience an asset, or experience facilitating meetings and leading training in group and one on one settings
- Organized and able to successfully manage multiple priorities
- The ability to travel and provide own transportation. This position requires a valid BC driver's license

UWSVI values the diversity of the people it hires and serves. Diversity at UWSVI means creating a workplace in which individual differences are recognized, appreciated, respected and responded to. We actively encourage applications from members of groups experiencing barriers to equity. The more inclusive we are, the better our work will be.

Hours: Monday to Friday, 8:30am to 4:30pm (though some exceptions may occur)

Applications can be submitted via email to Samantha Boudreault at samantha.boudreault@uwsvi.ca