



**United Way
Centraide**
Prescott-Russell, Ottawa,
Lanark & Renfrew Counties

100% LOCAL

Share our passion for helping others and work with talented, dedicated people.

Would you like to work with community leaders to improve people’s lives and make a positive impact in our city? Do you share a commitment to making Ottawa a better place in which to live, work and play? In a vibrant, diverse and family-friendly workplace, join us in a common desire to bring people and resources together to build a strong, healthy, safe community for all.

Manager, Allocations and Evaluation

Competition #: 2019-02 Posting Period: January 9 - 20, 2019

Department: Community Impact
Unit: Community Investment
Position Status: Permanent, Full-time
<p>Position Summary:</p> <p>Reporting to the Senior Director, Policy, Planning and Investment, the Manager, Allocations and Evaluation, will play a key role in United Way/Centraide Ottawa’s commitment to our partner agencies, volunteers and donors to steward community investments to ensure that the greatest impact is achieved and that programs are being delivered as intended. Key responsibilities include project management and support of the allocation process including data management of partner agencies and programs that receive funding from United Way Ottawa, the compilation and tracking and analysis of qualitative and quantitative information related to resource investment, as well as the production of high level reports to provide reliable, timely and accurate funding and quantitative information for United Way Ottawa both internally and externally. It also includes the integration of evaluation information to be used for internal planning purposes and external communication to various stakeholders. Additionally, it includes management and administration of our grant management systems</p> <p>A complete job description is available upon request at employment@unitedwayottawa.ca</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • Post secondary degree or equivalent combination of education and experience in information management. • Experience administrating grant management systems to optimize experience for internal and external stakeholders. • 3-5 years experience using Microsoft Excel and/or SmartSimple (or other relevant database experience) • 3 years experience in data management • Proven project management experience, including establishing and managing work plans and meeting deadlines • Strong skillset and understanding of program evaluation within the nonprofit context. • Understanding of the social service sector. • High level of proficiency using Excel. • Advanced computer skills in software, especially Microsoft Word, Outlook and PowerPoint. HTML an asset.

- Demonstrated analytical skills and the ability to synthesize vast amounts of raw data into understandable reports.
- Ability to administer information/funding management system and database
- Proven organizational skills.
- Interpersonal and facilitation skills.
- Excellent communication, writing and proofreading skills.
- Demonstrated track record of maintaining confidentiality.
- Ability to work as part of a team or autonomously and to work effectively under pressure.
- Ability to take initiative and demonstrate creativity.
- Bilingualism is an asset.
- Ability and willingness to work outside of regular business hours is essential during peak cycles.

Interested and qualified candidates are invited to submit a detailed cover letter and a resume indicating their interest in the role in confidence by **January 20, 2019** to employment@unitedwayottawa.ca. Please quote the competition number when submitting your resume.

United Way Ottawa encourages qualified candidates from diverse backgrounds, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.

We thank all applicants for their interest but only those selected for further consideration will be contacted.