



United Way
Kingston, Frontenac
Lennox and Addington

The United Way of Kingston, Frontenac, Lennox and Addington is a local charitable foundation that builds and strengthens our community by bringing people and resources together to facilitate change.

We are looking for the following **full time position** to work in a fast paced, dynamic, growing environment. We offer competitive benefits, along with personal and professional development opportunities. We are looking for a talented, enthusiastic, skilled individual with fundraising and/or sales experience.

Position: Resource Development Manager

Reporting to the Director Resource Development, the Resource Development Manager works with volunteers and staff to implement a year-round fundraising strategy that builds strong relationships with sponsors, corporations, organizations. The individual provides excellent customer service to assigned workplaces, manages the sponsored employee program and works on business development, providing updates in a timely manner, troubleshooting and intervening as required to ensure all deliverables and timelines are met.

Minimum qualifications:

- Graduate from a recognized university or college with diploma preferably in Business Administration, Fundraising, Marketing or equivalent education and experience.
- Minimum of three years recent fundraising or sales experience.
- Experience in managing people in a fast paced complex office setting, ideally with a non-profit organization.
- Experience working with Microsoft programs (Word and Excel) is a requirement; experience with a Customer Relationship Management system is considered an asset.
- Experience managing multiple projects concurrently.
- Must possess a vehicle and valid drivers' license.

Learn more about how you can be a part of a professional, hard-working team that contributes to our community. For a detailed job description email visit our website <https://www.unitedwaykfla.ca/about-us/career-opportunities/>

The United Way of KFL&A is an equal opportunity employer, and we encourage qualified candidates from diverse backgrounds to apply to join our team.

All applications are due by **9am on June 18th** (or until filled).

Please send resume and cover letter to: ctaylor@unitedwaykfla.ca

We thank all applicants, however, only those being interviewed will be contacted