Engagement Advisor
Fixed-term contract - 8 months

United Way of Calgary and Area is looking for an Engagement Advisor to join our dynamic Resource Development team. This role will report to the Manager, Corporate Partnerships & Engagement.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we’re looking for you!

What you will do

• Ensure donors, volunteers and partners receive an exceptional level of customer service and best in class experience with United Way
• Plan and successfully execute a range of volunteer and donor events and engagement offerings
• Utilize and update the Community Engagement WordPress site to book and confirm Day of Caring®, tours, collection drive, facilitated activity, workshop opportunities, and speaker requests
• Support the management of Speaker’s Bureau volunteers on the phone and by email, building positive professional relationships
• Communicate with volunteers in advance of and following volunteer opportunities and meetings
• Liaise with all members of the Corporate Partnerships and Engagement team to support optimal matches between corporate accounts and our suite of engagement offerings
• Match stakeholder requests with products (group volunteering, speakers, panels, facilitated activities) to deliver a strong message to corporate partners at engagement events during the fall fundraising campaign
• Communicate via phone and email with agency and company contacts regarding Day of Caring® opportunities
• Provide administrative support (booking and coordination, data administration & management, content editing, etc.)
• Deliver orientation and training sessions, and United Way presentations to diverse audiences
• Facilitate activities from start to finish; be the main point of contact for corporate engagement events
• Provide technical support for virtual events.
• Execute all tasks in a professional manner.
• Develop stakeholder emails and managing events on digital tools.
• Collaborate with internal stakeholders and other departments.
• Develop an understanding of corporate donor interests, and ensure deadlines are met.

What you will bring

Experience:

• Bachelor’s Degree or equivalent combination of training and experience
• 1-3 years’ experience in coordination, customer service, fundraising, sales, communications, or facilitation
• Customer service focused and able to understand and accurately relate to client needs.
• Demonstrated ability to create and maintain relationships.
• Strong public speaking, and presentation skills both in-person and virtual (Microsoft Teams, ZOOM, WebEx).
• Superior interpersonal and communication skills, both written and verbal, and ability to represent United Way in a professional manner.

Attributes:

• Demonstrates initiative, takes on challenges, and proactively recommends and acts.
• Detail-oriented with exceptional time management skills; Excellent multitasking, and project management skills.
• Strong computer & software literacy skills; MS Office Suite, WordPress, databases, and managing data with the aptitude to learn new software.

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for over 80 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create
Our Commitment to an Inclusive Culture
We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

Our Commitment to Health and Safety
At United Way, we are committed to protecting our team, our clients, and the community we serve by providing a safe and healthy workplace. Accordingly, successful candidates will be required to be fully vaccinated against COVID-19 as a condition of employment by their start date or provide written proof of an approved exemption in accordance with Alberta Human Rights legislation.

To Apply
Send cover letter with salary expectations, and resume (PDF) by 4 pm May 30, 2022, to hr@calgaryunitedway.org

Subject Line: Engagement Advisor – Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.