

## Corporate Account Manager

### 1 year, Fixed-term Contract

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward.

We're currently looking for a Corporate Account Manager to join our Resource Development team. Reporting to the Director, Corporate Partnerships & Engagement, this role will work closely with volunteers, workplaces, and United Way employees. The Corporate Account Manager is responsible to plan, organize and implement workplace fundraising campaigns within assigned divisions or business segments. The primary areas of focus for the Corporate Account Manager are to increase awareness, affinity and campaign revenues in support of United Way of Calgary and Area.

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

- Think creatively and strategically to maintain relationships and grow campaign revenue within assigned accounts
- Responsible for strategizing and retaining accounts that are new to United Way
- Manage and report on progress and results for all assigned accounts
- Support and steward innovative partnerships with volunteers and workplaces
- Work with external and internal stakeholders to co-design fundraising campaigns, employee engagement activities and investment opportunities that demonstrate shared value for all parties
- Develop financial and non-financial goals and strategies that align with United Way's business objectives
- Track and respond to resolve issues and remove barriers for external stakeholders and to improve the experience for donors, volunteers, and corporate partners
- Build donors' and volunteers' understanding of United Way's vision and mission to bring about community change
- Manage and coach full-time and/or seasonal staff fostering a positive team dynamic through training, mentorship, troubleshooting and performance assessment
- Plan and implement engagement activities for new accounts

#### What you will bring

##### Experience:

- University Degree/College Diploma or equivalent experience
- Two to five years' fundraising, relationship and/or account management experience
- Experience working with volunteers in the public and/or private sector
- Driver's license and vehicle are required.

##### Attributes:

- Strong project management, time management skills and organizational skills
- Highly developed communication (oral and written) and interpersonal skills
- Demonstrated public speaking, leadership, training and facilitation skills
- Conflict resolution, mediation and negotiation skills
- Proven analytical capabilities
- Computer literacy (database management, Word, Excel, PowerPoint)
- Ability to work in a fast-paced environment managing multiple priorities
- Possess a sense of initiative and flexibility



### **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 lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation and benefits package, a hybrid work environment, and flexible working hours.

### **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. We will follow all health and safety guidelines in accordance with the Occupational Health and Safety Act of Alberta and Alberta Health Services guidelines.

### **To Apply**

Send **cover letter with salary expectations, and resume (PDF)** to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)

Subject Line: Corporate Account Manager – Your Name.

Posting closes when suitable candidate is selected.

To learn more about the United Way of Calgary and the Area, please visit our website at [www.calgaryunitedway.org](http://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.