

## **Corporate Engagement Associate**

### **7- Month 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 Engagement Associate to join our team.

Reporting to the Manager, Engagement, the Corporate Engagement Associate supports workplace campaigns by building strong relationships with volunteers and donors, facilitating educational opportunities about community needs and impact, and inspiring giving through effective storytelling and public speaking to create awareness and advance fundraising goals.

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**

- Establish and foster relationships with campaign volunteers, workplace partners, and donors through effective communication, problem solving and team building skills.
- Work with the Manager, Engagement to identify and develop opportunities to maximize donor engagement and revenue within accounts or portfolios.
- Support workplaces by participating in the planning, implementation, and evaluation of their United Way campaigns with a focus on increasing participation.
- Deliver presentations and facilitate group sessions to a variety of audiences to inspire giving and raise awareness about local social issues and community impact.
- Travel independently to supporting workplaces to pick up and drop off campaign materials, attend campaign events, and collect donations.
- Coordinator and host engagement opportunities for workplaces. Such as guest speakers, agency tours, Day of Caring® and interactive learning opportunities.
- Support the development of corporate engagement strategies.
- Effectively use technology and a variety of platforms for online meetings or virtual event tools.
- Maintain and update United Way's databases and account logs on a regular basis to provide accurate and timely reports.
- Participate in donor retention and thank you calls, follow-ups, and other recognition activities that strengthen donor relationships.
- Provide exceptional donor/customer experience while representing United Way of Calgary and Area professionally and enthusiastically.
- Support other tasks or projects within the overall Resource Development department. The

responsibilities and focus of tasks within the role could change dependent on changing needs and environment.

## **What you will bring**

### **Experience:**

- Strong communication and public speaking skills with experience delivering presentations and facilitating group sessions for diverse audiences to promote giving, social impact, and community awareness.
- Experience working in nonprofit, fundraising, community engagement or knowledge of Calgary's social sector is considered an asset.

### **Attributes:**

- Strong administrative and organizational skills with the ability to manage multiple priorities, deadlines, and competing requests in a fast-paced environment.
- Passion for community impact and interest in learning about and sharing information on local social issues.
- Ability to build relationships and inspire others to support fundraising initiatives.
- Ability to work independently in an open office or remotely (within a hybrid work week).
- Valid driver's license and access to a vehicle is required to manage travel to multiple locations for meetings, events, material distribution, and donation collection.
- Evening, early morning or weekend work may be required in rare cases.
- Ability to lift boxes (10 lbs) and other small physical demands (dependent on circumstances).
- Recommended Health & Safety guidelines must be followed for remote and on-site work.

## **Hourly Rate and Length**

- \$30.00 per hour
- Contract is 7-months (July 2026 - February 2027)

## **Work Environment**

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is located in Calgary and employees are expected to work in the office on Tuesday, Wednesday and Thursday. Our hybrid approach strengthens our culture of collaboration, innovation and learning while being flexible where possible.

## **United, we make the biggest difference**

United Way is a not-for-profit organization that has played a vital role in our community for 85 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.

### **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.

### **To Apply**

Send **cover letter, resume and salary expectations** by 4:00 pm June 9, 2026, to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)

Subject Line: Corporate Engagement Associate - Your Name.

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.**