

**Executive Assistant to the Chief Development Officer**  
**Permanent, Full-time**

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 an Executive Assistant to the CDO to join our team.

Reporting to the Chief Development Officer (CDO), the Executive Assistant provides both senior executive support and operational advisory capacity within the CDO portfolio. The role manages the CDO's schedule, workflows, and communications while also assisting the CDO to manage the key highly skilled volunteer committees and cabinets. They will also contribute operational insight, analysis, and recommendations that support effective decision-making, project management and process improvement in the office of the CDO.

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**

**Schedule and Meeting Management:**

- Coordinate the daily schedule, appointments, reservations, and travel arrangements of the executive.
- Ensure there are no scheduling conflicts and ensure maximum effectiveness and time utilization in calendars.
- Organize meetings, prepare agendas, take minutes, and distribute materials as needed for meetings that involve both internal and external stakeholders.

**Communications & Collaboration:**

- Act as a liaison between the executive and all departments as well as outside partners and clients to ensure clarity, alignment and timely updates across the executive's portfolio.
- Proactively respond to changing events and needs through email, calendar management and stakeholder management.
- Represent the CDO professionally and with discretion, including ghostwriting and drafting correspondence as appropriate.
- Support communication coordination and operational alignment with the offices of the Vice President, Philanthropy and the Vice President, Marketing and Communications.
- Collaborate closely with the EA team, including the EAs supporting the CDO Portfolio, to ensure alignment, shared standards, procedures, and effective information flow across the organization.
- Assist with coverage for other EA's when required, including Reception coverage.

**Information Preparation:**

- Reliably prepare, edit, and maintain correspondence, communications, presentations, and other documents for internal and external distribution.
- Research, collect, or prepare documents, verify the facts, ensure completeness and accuracy in a timely manner.
- Organize and present data in usable formats such as Excel and PowerPoint.

**Budget Management:**

- Assist in the management of vendors and service providers, ensuring invoices, expenses and budget records are dealt with in a timely and accurate manner.
- Support tracking operational budgets, contracts, and vendor activity, including expense reconciliation.

**Operational Coordination:**

- Support the coordination and tracking of operational workflows, priorities, deliverables, and recurring organizational cycles led by executive.
- Maintain systems for project tracking, follow-ups, and departmental timelines.
- Assist in documenting processes, identifying efficiency gaps, and recommending operational improvements.
- Attend leadership and departmental meetings for Marketing & Communications and Revenue Development, as required, to manage agendas, capture notes, and support follow-up and accountability.

**Revenue Generation Sub Committee of the Board Support:**

- Serve as the primary operational liaison for the Revenue Generation Sub-Committee, providing governance-quality coordination in alignment with Board and organizational standards.
- Support development and maintenance of the Committee's annual work plan in partnership with the CDO, ensuring alignment with strategic priorities and Board cycles.
- Manage the full lifecycle of Committee deliverables, including review, approval, and submission timelines to ensure all materials meet Board deadlines.
- Prepare and coordinate calendars, agendas, briefing materials, and documentation with a high standard of accuracy and professionalism.
- Liaise closely with the Board Executive Assistant and Governance team to ensure seamless alignment with Board processes and schedules.
- Attend meetings, track decisions and action items, and ensure timely and accountable follow-up.

**Campaign Co-Chair and Cabinet Support:**

- Assist in planning and coordinating meetings with the Campaign Co-Chairs and Corporate Campaign Cabinet and special events led by the CDO.
- Support development of communication materials, logistics, and planning documents.
- Support ensuring the Campaign Co-Chairs and highly skilled volunteers are equipped with documentation and information they require including briefing notes, meeting details, etc.
- Ability to handle highly sensitive donor, revenue, and organizational information with the utmost discretion and professionalism; Assist with sensitive, discreet, and confidential tasks, as assigned by the CDO
- Willingness and flexibility to support occasional external-facing or evening events as required.

**What you will bring**

**Experience:**

- A business or administrative certificate/degree/diploma or an equivalent combination of education and experience.
- A minimum of 8 to 10 years of progressive work experience providing executive level administrative support.
- Demonstrated experience supporting Board or Board Committee processes, senior volunteer groups, or governance bodies is a strong asset.
- Advanced MS Office 365 skills: PowerPoint, Teams, Outlook, Word, SharePoint, Excel and Planner.

- Technologically adept and keen to innovate and leverage existing or new tools for efficiency and productivity.
- Experience with Salesforce is an asset.
- Experience supporting budget tracking, accounting tasks, or working with financial processes such as vendor management, accounts payable, expenses, or invoice reconciliation.
- Experience supporting or coordinating departmental projects or operational initiatives is an asset.

### **Attributes:**

- Ability to exercise good judgment, show initiative, and be proactive.
- A meticulous eye for detail and strong analytical skills
- Ability to work independently and collaboratively, use initiative, and make decisions quickly in a confidential, organized, and detailed manner.
- Effective at facilitating communication and alignment across departments.
- Excellent written communication skills, including presentation preparation, creation, and support in creating briefing notes and support materials.
- Strong business acumen and understanding of business operations issues.
- Extremely detailed oriented and passionate about achieving goals.
- Proven ability to effectively prioritize workflow, track progress and maintain structured systems.
- High standards of ethics and confidentiality to handle sensitive information.
- Works efficiently under tight deadlines and in high pressure situations.
- Excellent listening and communication skills with an exceptional aptitude for writing.
- Strong analytical and problem-solving skills with the ability to provide options and recommendations.
- Ability to translate observations into actionable improvements or decision-support for the CDO.

### **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. This balance allows us to foster a strong sense of community, facilitate teambuilding, and ensure we continue to deliver exceptional results together, while also offering the flexibility to work remotely on other days.

### **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 and resume by** 4:00 pm June 9, 2026 to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)

Subject Line: Executive Assistant to the CDO - 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.**