

## **Prospect Research and Administrative Assistant**

### **8-week 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 Prospect Research and Administrative Assistant to join our Resource Development team.

Reporting to the Manager, Foundations and Planned Giving, the Prospect Research and Administrative Assistant will work collaboratively with the Foundations and Planned Giving, Transformational Giving, and Corporate Partnerships teams in advancing key priorities related to the UWCA's Donor stewardship strategies.

The Government of Canada has funded this job through the Canada Summer Jobs program. Applicants must be between the ages of 15 and 30 and be legally entitled to work in Canada. International students are not eligible.

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**

- Conduct research to identify potential new donors and funding sources, including corporations, foundations, and individuals.
- Analyze donor data and prepare profiles to support fundraising strategy development.
- Research potential grants and funding opportunities to support organizational initiatives.
- Assist in the long-range strategies for growth, retention and prospecting of all assigned donor levels.
- Work in an integrated team environment to anticipate donor relationship needs and efficiently prioritize team strategies and tactics.
- Attend community, engagement, and workplace events to support donor prospecting efforts.
- Prospect research on existing funded partners that can utilize additional volunteering support through our engagement offerings.
- Enter, update, and maintain prospect and engagement data in the organization's CRM (Salesforce), ensuring accurate tracking of donor interactions, research findings, and prospect activities.
- Project specific assistance as needed.

### **What you will bring**

#### **Experience:**

- Strong research, writing and communication skills.
- Time management and prioritization skills.
- Ability to work within a team environment with good relationship building and communication skills.

### **Rate of pay and working conditions:**

- \$17 per hour, based on a 37.5 hour work week.
- This role is hybrid, and candidates must live within commuting distance to the Calgary office.

### **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 and resume** to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org) by May 26 at 4pm.

Subject Line: Prospect Research and Administrative Assistant- 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.**