



## Community Engagement Manager

United Way Guelph Wellington Dufferin (UWGWD) is the largest investor in social services in our community, second only to government. We know that the social issues facing our community are challenging. We also know that the ways that people want to connect to make a difference in their community are changing. That is why we are adapting our approach and amplifying our shared impact. We will champion shared responsibility for social good, working year-round to build relationships and participation, strengthen partnerships and enable shared solutions to social issues.

The Community Engagement Manager will work under the direction of the Director, Community Engagement & Impact, to engage stakeholders in continuous and impactful communications, build reciprocal relationships with donors and community partners, and mobilize our community to make a collective impact on our community's most pressing issues.

### About you

- You are passionate about creating amazing communications that help donors feel engaged, valued and understand the impact they've made.
- You are a true self-starter with a can-do attitude and are ready to move quickly to deepen engagement and collaboration with our stakeholders.
- You are committed to equity, providing support not stigma and working to solve complex issues to make our community better for everyone.
- You think creatively and strategically but are also willing and able to roll up your sleeves to get work done.

### Responsibilities

- Be the "hub" of community impact by collecting data and impactful stories that demonstrate how donor investments are powering change and organizing and sharing that information to internal and external audiences.
- Develop and implement a donor stewardship and engagement plan with a focus on increasing individualized communication through strategies such as e-Newsletters, thank you letters and impact reports.
- Create graphics, materials and videos to be used for community engagement and by the Development Team.
- Monitor and understand current and emerging social issues in Guelph, Wellington and Dufferin and increase awareness, understanding and engagement with donors and the general community on these issues.
- Support the Director, Community Engagement & Impact in the implementation of the Community Impact Strategy.
- Manage digital communications including the website, e-Newsletters and social media.
- Support the Director, Community Engagement & Impact in the coordination of key organizational events, including the annual campaign kick-off and closing and the annual general meeting; manage all event details in a creative, timely and cost-efficient manner.

- Working with the Systems & Data Manager, ensure donor information is captured to enable individualized communications on the issues that matter most to them.

### Qualifications and Requirements

- Minimum of 2 years of experience working in a stewardship, donor relations or marketing role with a proven track record of planning and delivering high-quality personalized stewardship initiatives.
- Relevant post-secondary education, or an equivalent combination of education, training and experience.
- Champions anti-racism/anti-oppression, diversity, equity and inclusion and applies this lens to your work.
- Advanced computer skills including Office365, experience with design tools, such as Canva and video editing software, and digital marketing (web, social media, and e-newsletters).
- Excellent oral and written communication skills, with the ability to communicate passionately to inspire community support and impact, including capacity to adapt communication styles for social media and other forms of communication.
- Experience using a CRM to capture data, provide analysis and create reports.
- Ability to establish and maintain productive working relationships with other community organizations.
- Ability to multi-task and pay attention to detail, accuracy, timelines and quality of work at all times.
- Knowledge of pressing social issues and non-profit organizations in the communities of Guelph, Wellington County and Dufferin County is considered an asset.

### Here's what we have to offer

- A full-time, permanent position with a salary range of \$55,000 - \$60,000 and generous benefits package (including opportunities for training & development, health benefits and RRSP contributions).
- The opportunity to be a key player in moving our [strategic plan](#) forward, taking our community engagement to the next level and making our community better for everyone.
- A chance to be a member of a small team of superstars in a forward-thinking, lifestyle-friendly atmosphere.

### How to apply

United Way Guelph Wellington Dufferin hires based on merit and is strongly committed to equality and diversity within its community and to providing a welcoming and inclusive workplace. UWGWD especially welcomes applications from Indigenous persons, visible minority group members, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

If you require accommodations during the application process, please contact [glenna@unitedwayguelph.com](mailto:glenna@unitedwayguelph.com).

To apply please submit your cover letter demonstrating your excitement for this opportunity and your resume through [Charity Village](#) by March 21. Please note only qualified respondents will be contacted.