

Structure and Roles

<p>Bhavana Varma President & CEO (CEO)</p>	<ul style="list-style-type: none"> • Advisor and support to Board of Directors, develops strategy, provides strategic direction and organizational leadership, relationship building, official spokesperson, representing United Way externally • Leads: Community Impact, Resource Development, Strategic & Operational planning, Governance, Stakeholder engagement, Strategic Initiatives, Marketing and Communications • Chairs Youth Homelessness initiative; Food Access Planning Committee
<p>John DiPaolo Vice President Operations (VPO)</p>	<ul style="list-style-type: none"> • Provides strategic and operational support to CEO • Leads risk management processes, talent management, policies, procedures, processes. • Staff support to Finance/Audit Committee and Investment Committee • Oversees audit, finance, budget, controls, health & safety, facility management • Privacy Officer • Leads: Corporate Services, Finance & Administration, Information & Technology, Health & Safety

OPERATIONS	LEAD: VPO
<p>Jeremy Robins Director Labour Community Services (DLCS)</p>	<ul style="list-style-type: none"> • Provides guidance and leadership related to organized Labour • Maintains and develops relationship with Labour Council and all local unions • Supports the annual campaign, including troubleshooting, proactive approaches • Delivery of Labour Community Advocate program • Member of Health & Safety committee
<p>Jana Clark Finance & Facilities Manager (FFM)</p>	<ul style="list-style-type: none"> • Manages bookkeeping for United Way and 417 Bagot Street joint venture, • Manages facilities, provides troubleshooting, facility management • Provides budget updates, month-end reconciliation, financial reports to VPO,CEO • Support for the audit, implementing financial controls, procedures
<p>Olga Karavai Database Specialist (DS)</p>	<ul style="list-style-type: none"> • Manages database (Andar), ensuring data standards and accuracy are maintained • Provides reports to CEO & campaign staff for campaign • Provides updates, reports; monitors protocols, accuracy of database, • Provides reports for auditors and Finance department • Receipting, Andar management, Campaign Reports, data standards and training

<p>Malaya Sagada Database Assistant (DA)</p>	<ul style="list-style-type: none">• Supports Community Investment, Campaign and Operations departments with digital and database support and reports• Database input• Supports community profiles• Support to some workplaces for ePledge campaigns
<p>Catherine Taylor Office Manager (OM)</p>	<ul style="list-style-type: none">• Implements talent management strategy, working with staff team on talent recruitment, development, succession planning, employee engagement• Implements HR Policy• Works closely with all departments on projects and initiatives, including those that cross departments• Oversees reception and front desk customer service
<p>Trina Jones Admin Assistant (AA)</p>	<ul style="list-style-type: none">• Manages reception, providing customer service and front desk support• Provides admin support for finance, facilities, as required• Implements database and information updates• Provides administrative support and scheduling support for CEO• Support for Board of Directors and its committees, supports Leadership Team
<p>Blaine Jeffery Communications Specialist (CS)</p>	<ul style="list-style-type: none">• With direction from the Leadership Team, provides communications support to departments• Implements communications plans, events support, development of communication materials, formatting and designing some materials, photography, website updates• Implements social media strategy for United Way and initiatives, providing regular data analysis and reports• Prepares and distributes media releases, packages, newsletters, maintaining accurate media list, liaising with in-kind advertisers• Works closely with CEO, VPO on digital strategy, providing indepth analysis and reports

Marketing Content Production	Lead: CEO
<p>Mandy Pasch Marketing Content Associate (MCA)</p>	<ul style="list-style-type: none"> • Works closely with the CEO, Leadership Team and department staff to create, review and revise materials and documents, ensuring these are consistent with brand voice, style and tone • Drafts media releases, develops media stories, and works with CEO to find opportunities to promote United Way and its initiatives through the media and other channels • Works with Resource Development, Community Impact departments to produce stories, reports and content, including newsletters and targeted communication pieces
RD: WORKPLACE CAMPAIGNS	LEAD: Director Resource Development
<p>Nikki Beaulieu Director Resource Development (DRD)</p>	<ul style="list-style-type: none"> • Manages workplace campaigns, overseeing timelines, deliverables, events, materials, ensuring all workplaces are supported with the appropriate materials, customer service, training, tools • Manages relationships in specific workplace campaigns, sectors, divisions • Oversees events related to engagement of workplace • Supports Campaign Cabinet and committees • Manages the sponsorship program, oversees the Sponsored Employee program, providing training and oversight to Sponsored Employees • Manages Business Development
<p>Shari Doherty RD Officer-Workplace Giving (RDO-WG)</p>	<ul style="list-style-type: none"> • Implements training and plans for Sponsored Employees, sponsorship • Manages and supports events • Manages relationships in specific workplace campaigns • Supports the Director Workplace Giving on initiatives, events, workplace campaigns, as required • Supports Next Gen and their events
<p>Sam Hirons RD Associate-Workplace Giving (RDA-WG)</p>	<ul style="list-style-type: none"> • Supports the United Way annual fundraising campaign • Supports events and workplace campaigns, ensuring that all details and logistics are completed within timelines • Develops and coordinates the production, tracking, inventory and distribution of campaign materials and supplies

RD: INDIVIDUAL GIVING	LEAD: Director Resource Development
<p>TBD RD Officer-Individual Giving (RDO-IG)</p>	<ul style="list-style-type: none"> • Implements a year-round fundraising, cultivation and stewardship strategy • Develops plans to grow revenue through community gifts, Leadership & Major Gifts, endowments • Works closely with the CEO, Director Workplace Giving, and key volunteers to identify and develop strategies to grow relationships with individuals through affinity groups, in the community and in workplaces.
<p>Cynthia Delahaye RD Associate-Individual Giving (RDA-IG)</p>	<ul style="list-style-type: none"> • Provides support for Major Individual Gifts and Leadership Giving • Ensures timely solicitation and stewardship of donors, accurate analysis and record keeping, updating profiles, customized reports, research, collection of information • Manages Direct mail, Leadership events, tours and reports, working closely with other staff • Supports and implements donor stewardship and donor relationship plans • Supports Affinity Groups: Women United, Retirees, Tech United
COMMUNITY IMPACT	LEAD: CEO
<p>Kim Hockey Director, Community Initiatives (DCI)</p>	<ul style="list-style-type: none"> • Works with CEO on collective impact, shared community plans, supporting steering Committee on initiatives ie ending youth homelessness, food access • Manages HPS funds, Community Advisory Board and reporting • Leads Youth Engagement, Point in Time Count
<p>Marg Kubalak Director, Community Investment (DCI)</p>	<ul style="list-style-type: none"> • Manages fund distribution process for grants and allocations, agency relationships • Recruits, orients and supports volunteers • Analyzes program outcomes and indicators, developing impact statements, data and stories • Leads capacity building initiatives: Leadership Development Services, Volunteer Centre • Leads SIB Tours
<p>Melanie Cote Manager Community Investment (MCI)</p>	<ul style="list-style-type: none"> • Provides support to granting process and allocations • Coordinates agency site visits for fund distribution • Works with Director CI on outcome measures, statistics and reporting for funded programs • Supports HPS fund distribution, reporting, sub project tracking • Manages speakers bureau
<p>Mary Bathurst-Pond Program Associate (PA)</p>	<ul style="list-style-type: none"> • Supports Leadership Development Services public workshops • Develops, supports and monitors the Volunteer Centre program • Provides administrative support as required • Coordinates committees to support community initiatives • Supports projects such as Success by 6 and Youth Forums • Provides logistical and other support to the granting and allocation processes