Updated: April 2019

United Way
Kingston, Frontenac,
Lennox and Addington

Structure and Roles

Bhavana Varma President & CEO (CEO)	• Advisor and support to Board of Directors and its committees • Develops strategy, provides strategic direction, organizational leadership • Staff support to Campaign Chair, supports Cabinet, Leadership, Major Gifts, key relationships • 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 and represents United Way on some external community committees
OPERATIONS	**LEAD: VPO**
John DiPaolo Vice President Operations (VPO)	• Provides 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: Finance & Administration, Information & Technology, Health & Safety, HR
Jana Clark Finance & Facilities Manager (FFM)	• 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
Olga Karavai Database Specialist (DS)	• 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
Malaya Sagada Database Assistant (DA)	• 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

Jeremy Robins Director Labour Community Services (DLCS)	• Provides guidance and leadership regarding matters related to organized Labour • Maintains and develops relationship with Labour Council and all local unions, supporting the annual campaign. This includes troubleshooting and proactive approaches • Delivery of Labour Community Advocate program
Catherine Taylor Office Manager (OM)	• Implements talent management strategy, working with staff team on talent recruitment, development, succession planning, employee engagement • Implements HR Policies • Works closely with all departments on projects and initiatives, including across departments • Works with Admin Assistant to ensure logistical support of meetings, purchasing • Oversees reception and front desk customer service
Trina Jones Admin Assistant (AA)	• Reporting to Office Manager, covers reception, providing customer service and front desk support • Supports all departments with purchasing supplies, meeting logistics and arrangements • Provides admin support for finance and facilities • Implements database and information updates • Provides administrative, scheduling support for CEO, supports Leadership Team meetings • Support for Board of Directors and its committees

Marketing & Communications	**Lead: CEO**
Mandy Pasch Marketing Content Associate (MCA)	• 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 • Develops media stories, works with CEO to find opportunities to promote United Way and initiatives through media and other channels • Liaises with media, maintaining accurate media lists • Prepares and distributes blogs, media releases, packages, newsletters • Works with CI and RD departments to produce stories, reports and content, including newsletters and targeted communication pieces
Gillian Moren Communications & Design Associate (CDA)	• With direction from the CEO and Leadership Team, provides design and communications support to departments, assisting with the development of materials and plans. • Formatting and designing materials, coordinates photography, website design • Implements social media strategy for United Way and initiatives, providing regular data analysis and reports • Designs ads, print materials, liaising with in-kind advertisers and printers

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RD: WORKPLACE CAMPAIGNS	LEAD: Director Resource Development
Director Resource Development (DRD)	• 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 • Oversees Business Development
Shari Doherty RD Officer-Workplace Giving (RDO-WG)	• Implements training and plans for Sponsored Employees, sponsorship • Manages and supports workplace engagement events • Manages relationships in specific workplace campaigns, prospecting, sponsorship • Supports and implements the Sponsored Employee program • Supports the Director Resource Development on initiatives, events, workplace campaigns • Supports Next Gen and their events
Sam Hirons RD Associate-Workplace Giving (RDA-WG)	• 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 • Provides monitoring reports, meeting materials, ensuring completeness and accuracy of data
RD: INDIVIDUAL GIVING	**LEAD: Director Resource Development**
Cynthia Delahaye RD Associate-Individual Giving (RDA-IG)	• 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

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COMMUNITY IMPACT	LEAD: CEO
Kim Hockey Director, Community Initiatives (DCI)	• Works with CEO on collective impact, shared community plans, supporting steering Committee on initiatives ie ending youth homelessness, food access • Manages Homelessness Partnering Strategy funds, Community Advisory Board • Leads Youth Engagement, Point in Time Count
Marg Kubalak Director, Community Investment (DCI)	• 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
Melanie Cote Manager Community Investment (MCI)	• 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 • Assists with HPS as required • Manages speakers bureau
Mary Bathurst-Pond Program Associate (PA)	• 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, • Supports HPS processes, reporting, sub project tracking