



**United Way**  
Kingston, Frontenac  
Lennox and Addington

United Way Kingston Frontenac Lennox & Addington works closely with the community to ensure that people have the opportunity to reach their full potential and live with hope, dignity and a sense of belonging. This vision is realized by building on deep local community knowledge and relationships to empower people to make an impact. Led by volunteers, driven by a small professional hard-working staff team, the United Way provides inspiring opportunities for people to get involved and support issues they care about through volunteering, giving and being advocates for people who are in vulnerable situations.

The United Way KFL&A is seeking a full-time permanent Donor Relations Officer.

### **DONOR RELATIONS OFFICER**

The Donor Relations Officer (DRO) develops and implements a year-round cultivation and stewardship strategy for donors. This position ensures a world class donor experience for all donors, implementing and developing plans for appropriate recognition and stewardship.

Reporting to the Senior Director Development, and working closely with the CEO and key volunteers, the Donor Relations Officer creates and executes strategies to cultivate, maintain, and grow relationships with individuals through customized and general stewardship plans for donors in the community and in workplaces. This role develop and implement stewardship plans and donor relationship models, managing all processes related to stewardship.

The DRO supports the process of securing targeted gifts that fit with United Way's strategic direction and investment strategy through individual, corporate and foundation giving.

### **United Way KFL&A is looking for**

- A fundraiser with a diploma or degree from a recognized post-secondary institution
- A Certified Fund Raising Executive (CFRE) or a professional working towards designation
- A minimum of three years' experience with proven success in fundraising, business development, sales or marketing
- A relationship-builder who has a positive, collaborative attitude and the ability to mobilize others, including volunteers and stakeholders, to deliver and implement strategies, tactics and action plans
- Sound computer skills including spreadsheets, word processing, email / internet, database and / or fundraising software
- Well-developed analytical and reasoning skills with the ability to use formulae, tables and graphs
- Strong written, verbal, inter-personal and communication skills
- Proven time management skills with the ability to effectively organize work in an environment with competing work duties, working in a fast-paced, complex and flexible office environment
- Maturity, judgment and discretion in dealing with confidential, sensitive matters
- A team player who is also able to work in a self-directed manner
- Access to adequate transportation is essential

**Full Job Description available upon request.**

### **How to apply:**

Please send resume and cover letter as ONE document in .pdf, .doc. or .docx format to: [hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca). Please indicate 'Donor Relations Officer'. in the subject line.

All applications are due by **4:00 PM on September 30, 2021** (or until filled).

**Salary Range:** \$44,564 – \$55,705 (Level 3)

If you would like to learn more about this role and how you can be part of a professional, hard-working team that contributes to the local community, please visit <https://www.unitedwaykfla.ca/about-us/career-opportunities/>.

*The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society.*

*The United Way of Kingston, Frontenac, Lennox and Addington is a proud Living Wage Employer.*

*Should you require accommodation to participate in the selection process please contact Nikki Lance, Corporate Services Officer, [hrprojects@unitedwaykfla.ca](mailto:hrprojects@unitedwaykfla.ca).*