
JOB DESCRIPTION

POSITION: Muskoka Relationship Manager (Permanent, Full-time)

STARTING SALARY RANGE: \$48,893 - \$61,116 per year

LOCATION: The successful candidate will primarily work in Muskoka, Ontario. Occasional meetings will be held at United Way Simcoe Muskoka's office in Midhurst, Ontario.

United Way Simcoe Muskoka acknowledges that we are situated on the traditional land of the Anishinaabek. The Anishinaabek include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. The Huron-Wendat and the Haudenosaunee Nations have also walked on this territory over time.

REPORTS TO: Chief Executive and Philanthropy Officer

POSITION SUMMARY

This position is responsible for generating new individual leads and initiating new corporate gift prospects with a focus on communities in the District of Muskoka. The Relationship Manager will influence and support the growth of accounts through high quality engagement, relationship and solicitation strategies that target individual and corporate donors/sponsors. The role requires year-round and multi-year strategic planning and execution to ensure consistent deployment of the relationship management model, working with a portfolio of donors and corporate sponsors.

WHO YOU ARE

If you love connecting with others, fostering relationships and creating positive, local change, we'd love to meet you!

WHAT WE OFFER

A flexible work environment a generous vacation plan, benefits, and the ability to make a difference in your community.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree or college diploma in a relevant field (e.g., resource development, fundraising, communications/marketing, professional sales) or equivalent experience is required.

REQUIRED SKILLS TO BE DEMONSTRATED

- Demonstrated relationship and engagement skills
- Relevant interpersonal skills
- Excellent oral/written communication skills; ability to apply to relationship management strategies
- Strategic thinking; translate and align our business approach and brand offering to existing and new workplace accounts/individual prospects
- Demonstrated ability to bring donors, prospects, and stakeholders to action
- Proficient use of Microsoft Office Suite and CRM database programs (AdvantageRM in Salesforce)
- Ability to motivate and lead others to accomplish common goals

- Ability to troubleshoot, identify problems and achieve solutions
- Aptitude to work effectively in a team environment
- Resourceful, results-oriented with a positive, “can do” attitude
- Able to work flexible hours, occasionally evenings and weekends for events

Together, we need to take action and address local poverty head-on

United Way is a not-for-profit organization that has played a vital role in our community for over 60 years. As a social impact organization, our mission is clear: To improve lives and build communities by leveraging collective resources and mobilizing collective action to achieve the greatest impact.

Employment Equity Statement

United Way Simcoe Muskoka is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

To apply for this opportunity, please submit a cover letter and résumé to HR@UWSimcoeMuskoka.ca. Consideration of applications will begin immediately, with the posting remaining open until a suitable candidate is found. Only those selected for an interview will be contacted. Thank you to all who apply.