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**Account Manager, NCR**

**Loaned Representative from l’Outaouais**

**Mandate**

The Account Manager:

* Liaises with campaign teams to secure their support of and involvement with the Centraide Outaouais campaign.
* Provides organizational support, training, advice and guidance to ensure the success of campaigns.
* Share best practices and build synergy during the campaign.
* Acts as representative during campaign events (e.g., launch, touchdown, information booth and involvement in local initiatives).
* May be required to develop new campaigns.

# Responsibilities

* Runs campaigns in different business sectors in the Outaouais region.
* Carries out a detailed analysis of the results of the last few years and submits a specific work plan.
* Prepares weekly results reports.
* Mobilizes campaign teams and provides strategic advice on best practices in fundraising and communication.
* Acts as spokesperson and presenter at briefings, training sessions and campaign events.
* Provides first-rate customer service and acts as a motivator and resource person to facilitate campaign activities.
* Delivers various workshops, in English and French, to employees to motivate them to support the campaign.
* Helps identify or recommend spokespersons (speakers bureau) from agencies that benefit from donated funds.
* From time to time, participates in evening and weekend campaign events.

**Benefits**

* You will gain experience in fundraising and community relations.
* You will learn about the expertise and needs of community organizations.
* You will have a better understanding of the issues facing communities in the l’Outaouais.
* You will develop your network of personal and professional contacts, in addition to supporting Centraide Outaouais’s volunteers and staff.
* You will help improve living conditions for disadvantaged people in the community by ensuring the success of fundraising campaigns.
* You will acquire new skills that will be useful in your regular position within your own workplace.

**Required qualities and skills**

* Bilingual (English and French)
* Strong organizational skills
* Ability to manage time and prioritize
* Demonstrate initiative and leadership
* Persuasiveness and perseverance
* Strong interpersonal skills
* Creative problem-solving abilities
* Enjoy teamwork
* Open to new challenges
* Interest in training campaign teams
* Have a desire to be socially active

**Other desirable assets**

* Knowledge of Centraide Outaouais and the United Way movement
* Volunteer involvement with your workplace campaign
* Experience in event planning
* Have access to a vehicle and own a driver’s license

**Duration of assignment**

* August to December (with a possibility to extend 2 weeks in January)

**To apply**

* Obtain your manager’s approval.
* Submit your CV and a motivation letter (500 words max.) to the attention of Noëlla Beausoleil, Centraide Outaouais Director of philanthropy and communications, at beausoleiln@centraideoutaouais.com, and copy your manager. Telephone: (819)-230-9925

**Our brand**

You will work in a friendly and upbeat atmosphere with a team of skilled professionals who are passionate and committed. Join us!