



Portfolio Manager, GCWCC-NCR
Loaned Representative from department or agency
Government of Canada Workplace Charitable Campaign

Mandate

The Portfolio Manager:

- Liaises with campaign champions and leaders, the treasurer, and campaign teams from federal government departments and agencies to secure their support of and involvement with the GCWCC.
- Provides organizational support, training, advice and guidance to ensure the success of campaigns.
- Connects the various departments and agencies to 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).
- Works closely with the team of portfolio managers employed by the United Way East Ontario.

Responsibilities

In cooperation with GCWCC campaign leaders at Centraide Outaouais, the Portfolio Manager:

- Runs campaigns for departments and agencies in the Outaouais region.
- Carries out a detailed analysis of the results of the last five years and submits a specific work plan for each department and agency.
- Prepares weekly results reports.
- Mobilizes teams of federal public servants 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 civil servants, based on their role within the GCWCC.
- 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 National Capital Region.
- You will develop your network of personal and professional contacts with departmental or agency teams, 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 post within the Government of Canada.

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
- Have access to a vehicle and own a driver's license

Other desirable assets

- Knowledge of Centraide Outaouais and the United Way movement
- Volunteer involvement with GCWCC in your department or agency
- Experience in event planning

Duration of assignment

- August 1 to January 15
- Can be accessed through Interchange Canada

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!