



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!