



**Job Advertisement: Relationship & Development Officer, Pictou, Colchester & Cumberland Counties
Permanent Full-Time Position**

**Work Location: Pictou, Colchester & Cumberland Counties - Regular Travel Required
(Applications welcome from individuals living Pictou County)**

Application Deadline: June 27, 2025

United Way Maritimes — with teams located in and serving the regions of Central New Brunswick, Colchester & Cumberland Counties, Halifax, Lunenburg County, Pictou County, Prince Edward Island, and Saint John, Kings & Charlotte — is a for-impact organization that brings donors, volunteers, and partners together to create lasting social change. We believe everyone matters and deserves to belong, be safe, and live a life of their choosing. To help, United Way Maritimes alleviates and reduces local poverty by funding, partnering, convening, and advocating for solutions. United Way Maritimes is part of a federated movement of 60+ United Ways across the country.

The staff at United Way Maritimes takes pride in bringing together people who have a range of experience, talents, and backgrounds. Our staff share a passion for each of the places we call home and bring many different skills and strengths to the work we do. Our community and social change priorities include poverty, social isolation, affordable housing, persons experiencing marginalization and vulnerability, and recovery and resilience to environmental, mass casualty and public health emergencies. We provide a supportive and flexible work environment filled with opportunity, support, balance, and laughter.

Reporting to the Executive Director, Pictou County, the Relationship & Development Officer will develop, grow, and strengthen individual donor and corporate relationships. This individual will serve as the primary coordinator for several fundraising campaigns at workplaces in Pictou, Colchester, and Cumberland Counties, and support overall development and fundraising efforts at United Way Maritimes. In this role, you will:

- Lead and manage corporate and public sector fundraising campaigns and build strong, mutually beneficial relationships with key partners, campaigns, and individuals, and provide exceptional support to ensure campaign success.
- Create and action annual plans to secure year-round support and engagement with United Way Maritimes.
- Contribute to fundraising strategy development to diversify and amplify results.

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- Work cross-departmentally with United Way Maritimes colleagues to provide appropriate support and value to partners, donors, and volunteers.
- Maintain accurate and detailed records to track campaign success and business activity, and complete regular local, regional, and national reporting.
- Plan and host regular volunteer training sessions virtually and in-person for executive campaign coordinators and other campaign volunteers.
- Actively contribute to growing the number of corporate and individual gifts to United Way Maritimes.

Our ideal candidate is excited to build relationships and make financial asks that support our local communities. They are an effective and engaging communicator with an ability to manage change and find creative solutions to address challenges and opportunities.

Additional Qualifications:

- At least three years of progressive experience in fundraising, business development, professional sales, or a related relationship-focused environment.
- Extensive experience working with Microsoft Office applications and fundraising and/or relationship management software.
- Experience with public speaking, making presentations, and group facilitation.
- Must be willing and able to regularly travel between Pictou, Colchester & Cumberland Counties.

United Way Maritimes is committed to a comprehensive compensation package including salary, pension contribution, health and dental benefits, generous vacation time, and professional development and training. The salary range for this position starts at \$49,300 per year. If you have questions about the role or compensation package, please contact Danielle Tobin at jobs@unitedwaymaritimes.ca or 902.755.1754.

If this sounds like you, let us know by sharing your resume and cover letter outlining why you could be the right fit for United Way and this role. Submit your application to jobs@unitedwaymaritimes.ca by June 27 at 11:59pm (AST).

United Way Maritimes deeply values equity and is committed to ensuring our staff community reflects the diversity of the wider community. We welcome applications from African Nova Scotian people, persons of African descent, Indigenous peoples, racialized people, women, persons with disabilities, persons of varied sexual and gender identities, and others with the skills and knowledge to productively engage with diverse communities. United Way Maritimes seeks to maintain its commitment to

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inclusion and equity and recognizes that increasing the diversity of our staff supports this objective.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation should discuss their needs in advance of the assessment.