

**Volunteer Posting – Co-Director, Corporate Engagement for
Workplace Teams – Retention**

Mixing Business with Social Good!

September 2018 – August 2019

(5-7 hours / week during peak months from January to June)

Reports to: World Partnership Walk (WPW) City Chair & Corporate Engagement Director

Position Summary:

The Co-Director of Corporate Engagement for Workplace Teams Retention (CE-WTR) is a dynamic, engaged and committed individual who will lead a team of Relationship Managers (RMs) to implement the WPW Corporate Engagement Strategic Plan in order to meet fundraising targets, with a specific focus on effectively retaining and raising the productivity of Workplace Teams. The Co-Director will work closely with the National WPW Director for CE-WT, the city's WPW Chair, the city's Corporate Engagement Director and the Regional AKFC CE Staff.

Duties and Responsibilities:

- Recruit – Build and lead a team of Workplace Team Relationship Managers (RMs) who will effectively retain teams from the previous campaign season.
- Training – Work closely with AKFC CE Staff to initially onboard your team with AKFC/WPW content and to ensure access is provided for key supporting tools and resources.
- Mentor/Guide – Provide ongoing direction & guidance to support your team to meet fundraising targets by effectively engaging and stewarding relationships with existing Workplace Team Captains.
- Target driven – Help identify fundraising growth opportunities, including:
 - Leveraging the team's personal/professional connections, networks, and circles of influence to identify and engage new workplace team prospects, and
 - Collaborating with the city's Director for CE-CG and the Regional AKFC CE Staff to tap into existing Corporate Donors and Corporate Sponsors
- Meeting participation, including:
 - Holding regular meetings with your team of RMs to build comradery, review progress and share best practices & resources to ensure optimal performance
 - Attending regular calls with the National WPW CE Directors to report on CE-WT progress in your city
 - Attending regular meetings with your city's Core Team, communicating your team's needs with your city's counterparts (especially Directors for HR, Ambassador Engagement & Community Teams, Digital Marketing & Fundraising and Walk Day Experience).
- Collaborate with your city's Director for Corporate Engagement and the Regional AKFC CE Staff to effectively host all corporate Walk Day attendees (i.e. Workplace Teams, Sponsors and Donors), ensuring an optimal Walk Day experience.

Knowledge and Skills

- Understanding of AKFC's work and WPW strategies
- Terrific management skills with a knack for leading, coaching and inspiring people
- Strong aptitude in sales and/or fundraising
- Strong relationship management skills and experiences
- Knack for identifying growth opportunities; business development experience is an asset
- Exceptional interpersonal skills, tact and communication skills, and strong ability to communicate with individuals at varying levels within an organization
- Results-oriented and resourceful
- Basic proficiency with Google Drive and MS Office software, including Word, PowerPoint and Excel.

Time Commitment

- This volunteer position is for an appointment of one year starting in September 2018, with option to renew
- This role will require, on average, a commitment of:
 - Sept-Dec: 3-4 hours/week (off-peak months; planning/recruiting/training/stewarding)
 - Jan-Jun: 5-7 hours/week (peak months; stewarding/prospecting/WPW presentations)
 - Jul-Aug: 2 hours/week (off-peak months; stewarding/debriefs/tying loose ends)
- Daytime flexibility will be advantageous for stewarding, meeting prospects companies and delivering presentations

How to Apply:

Submit your resume and cover letter by **11:59 PM** on **November 30, 2018** via e-mail

to: volunteer.toronto@worldpartnershipwalk.com indicating your position of interest in the subject line. Due to the number of applicants we expect, only shortlisted candidates will be notified.