

Structure and Roles

<p>Bhavana Varma President & CEO (CEO)</p>	<ul style="list-style-type: none">• Advisor and support to Board of Directors, provides strategic direction and organizational leadership, relationship building, external and internal representation of United Way• Leads: Community Impact, Resource Development, Strategic & Operational planning, Governance, Stakeholder engagement, Strategic Initiatives, Marketing and Communications, Talent Management,• Campaign lead for Leadership & Major Gifts, new initiatives; Relationship Manager to key workplace campaigns, major donors, Leaders• Chairs Youth Homelessness initiative Co-chairs Youth Employment committee; Food Access Planning Committee
<p>John DiPaolo Vice President Operations (VPO)</p>	<ul style="list-style-type: none">• Provides strategic support to CEO in the areas of risk management processes, talent management, policies, procedures, processes, budgeting.• Staff support to Finance/Audit Committee,• Oversees audit, finance, budget, controls, health & safety, facility management, database and data backup; Privacy Officer of corporation• Leads: Corporate Services, Finance & Administration, Information & Technology, database, building management, HR policy administration, Health & Safety

OPERATIONS	LEAD: VPO
OPS: CORPORATE SERVICES	LEAD: VPO
TBD Communications Specialist (CS)	<ul style="list-style-type: none"> • Provides support to CEO with communication materials, development • Social media for United Way and all initiatives, preparing and distributing media releases, packages, newsletters, maintaining accurate media list, support to some events, formatting and designing some materials, liaising with in-kind advertising • Portfolio includes: website update, social media, photography, some events
Ryan Bol Director Labour Community Services (DLCS)	<ul style="list-style-type: none"> • Provides guidance and leadership regarding matters related to organized Labour, relationship with Labour Council, local unions, support to campaign including troubleshooting and proactive approaches • Delivery of Labour Community Advocate program • Member of Health & Safety committee
OPS: FINANCE & ADMINISTRATION	LEAD: VPO
Jana Clark Office and Finance Manager (FM)	<ul style="list-style-type: none"> • Manages general ledger, accounts payable, receivables, purchasing, supports audit process, implements financial controls, provides monthly reports, month end reconciliation and cash flow reports, monitors and reports on budget, oversight of bank deposits, monthly PAP, credit cards, vacation scheduling • Bookkeeping for United Way and 417 Bagot Street joint venture, • Troubleshooting for IT and facility management • Budget updates
Olga Karavai Database Specialist (DS)	<ul style="list-style-type: none"> • Manages database (Andar), provides reports to CEO & campaign staff for campaign and VPO for finance, provides Andar training to staff, provides daily updates during campaign, weekly cabinet reports, reports for MIDS, CAPS and other analysis, develops and monitors protocols, accuracy of database, provides reports for auditors • Receipting, Andar management, Campaign Reports, data standards and training

<p>Digital Coordinator (DC) Vacant</p>	<ul style="list-style-type: none"> • Supports Community Investment, Campaign and Operations departments with digital database support • Creates and distributes e-newsletters, • Support to workplaces for ePledge campaigns • inventory and tracking of materials, Campaign reports
<p>Ashley Collins Admin/CE Coordinator (AC)</p>	<ul style="list-style-type: none"> • Provides office administration, administrative support to the VPO • Supports workshop registration, customer services, point of contact for the general public, maintains general office supplies, meals for in house meetings, support to Finance Manager with deposits and processing • Provides support to strategic initiatives (youth homelessness, youth employment, food access) • Reception, purchasing of supplies and meals, coordination of site visits, recycling
<p>Susan Fitch Damien McHale Admin Assistants</p>	<ul style="list-style-type: none"> • Provide support to departments as required • Database and information updates • Support and coordinate committee meetings • Administrative support to CEO and scheduling
<p>RESOURCE DEVELOPMENT</p>	<p>DIRECTOR RESOURCE DEVELOPMENT</p>
<p>RD: WORKPLACE CAMPAIGNS</p>	<p>LEAD: Director Resource Development</p>
<p>Director Resource Development (DRD)</p>	<ul style="list-style-type: none"> • Oversees Resource Development department • Relationship manager to key accounts • Oversees timelines and deliverables, events • Supports Campaign Cabinet and committees • Preparation of training materials, training sessions, workplace newsletter • Provides guidance and leadership to Direct Mail, Leadership, Major Giving and Planned Giving programs, including stewardship • Provides guidance and strategy for affinity groups (Next Gen, Women in Leadership, Retirees)

<p>Nikki Beaulieu Campaign Manager (CM)</p>	<ul style="list-style-type: none"> • Manages relationships in specific workplace campaigns • Manages the Sponsored Employee program, providing training and oversight to Sponsored Employees • Manages the Business Development portfolio
<p>Nickolas Kukucska Campaign Manager (CM)</p>	<ul style="list-style-type: none"> • Manages relationships in specific workplace campaigns, sectors, divisions • Manages events related to engagement of workplace volunteers (Day of Caring, Kickoff, Touchdown) • Supports Next Gen and their events • Manages the sponsorship program
<p>RESOURCE DEVELOPMENT INDIVIDUAL GIVING, STEWARDSHIP</p>	<p>LEAD: DRD</p>
<p>Taylor Jennings Donor Relations Specialist (DRS)</p>	<ul style="list-style-type: none"> • Provides support for Major Individual Gifts and Leadership Giving: updating profiles, information, providing customized reports • Responsible for Direct mail, Leadership events, tours and reports • Donor stewardship • Supports Women in Leadership, Retiree Task Force
<p>TBD Manager Philanthropy</p>	<ul style="list-style-type: none"> • Development, evaluation and implementation of a year-round fundraising and cultivation strategy to grow Leadership giving and Major Individual gifts • Supports community giving, foundations and grants • Development and implementation of a Planned Giving program
<p>COMMUNITY IMPACT</p>	<p>LEAD: CEO</p>
<p>Kim Hockey Director, Community Initiatives (DCI)</p>	<ul style="list-style-type: none"> • Works with CEO on collective impact, shared community plans, supporting steering Committee and sub committees on initiatives ie ending youth homelessness, Youth Employment committee, HPS funding, Food Access Committee • Represents UW as required at committees • Leads Youth Engagement, PIT Count

<p>Marg Kubalak Director, Community Investment (DCI)</p>	<ul style="list-style-type: none">• Manages fund distribution process, supports volunteers,• Analyzes program outcomes and indicators, developing and communicating impact statements, data and stories• Leads Leadership Development Services, Speakers Bureau, SIB Tours
<p>Melanie Cote Manager Community Investment (MCI)</p>	<ul style="list-style-type: none">• Provides support to granting process including CI & HPS, coordinates agency site visits for fund distribution• Works with Director CI with outcome measures, statistics and reporting for funded programs, speakers, agency liaison; Provides logistical support for some strategic initiatives• Supports HPS fund distribution, reporting, sub project tracking,