

**Position:** Resource Development Specialist  
**Reports to:** Manager – Resource Development  
**Location:** Regina, SK  
**Type:** Full-time, Permanent  
**Start Date:** October 1<sup>st</sup>, 2025

## Be the spark that connects People, Purpose, and Possibility.

At United Way Regina, we believe in the power of community to change lives. We bring together people, ideas, and resources to tackle the toughest challenges—because lasting change doesn't happen by accident. It happens when passionate people roll up their sleeves, rally others, and make things happen. We're looking for a **Resource Development Specialist** who thrives on building relationships, activating networks, and turning good intentions into real impact.

### What You'll Do

- **Connect** – Build authentic, genuine relationships with donors, volunteers, community partners, and local champions. You're the friendly face and trusted voice of United Way Regina.
- **Activate** – Plan and execute campaigns, events, and initiatives that inspire people to give, volunteer, and advocate.
- **Tell the Story** – Share powerful stories of local impact across presentations, community visits, and media channels showing how support translates into real change.
- **Grow Support** – Help meet fundraising goals by connecting supporters with opportunities to invest in local solutions.
- **Collaborate** – Work closely with the entire team to develop creative approaches that expand our reach and deepen community involvement.

### Who You Are

- A natural connector with a talent for making people feel seen, heard and valued.
- Energized by meeting new people and inspiring them to take action.
- Comfortable presenting to groups, chatting one-on-one, or sparking conversation at community events.
- Creative, organized, and open to trying new approaches to engage the community.
- Passionate about making Regina and surrounding areas a stronger, more equitable place for everyone.

## Why You'll Love It Here

- **Purpose Driven Work.** Every day your efforts will help kids succeed in school, families feel supported, and entire neighbourhoods thrive.
- **You'll be part of something bigger.** Be part of a national movement and a passionate network across Saskatchewan and Canada who believe in building strong, vibrant communities.
- **Room to grow here.** We invest in our people with training, mentorship, and opportunities to stretch your skills in ways you might not have imagined.
- **Your ideas count.** We value fresh thinking and encourage creativity—whether you're planning an event, pitching a new campaign idea, or finding a unique way to connect with donors.
- **Supportive Culture.** Our culture is supportive, collaborative, and a little bit scrappy, in the best way possible. We cheer each other on, celebrate wins (big and small), and pull together when challenges arise.
- **Every day is different.** From Boardroom presentations to community events, like handing out snacks at a literacy event or brainstorming social media content with the team, your work will be dynamic and meaningful.
- **Balance and benefits that work for you.** Enjoy the flexibility of a hybrid work model, along with a competitive salary and benefits package that supports your health, well-being, and future.

## What You Bring

- High school diploma and post-secondary education, or a combination of education and experience
- Minimum three years of experience in fundraising, sales, customer service, or community engagement
- Strong communication skills: written, verbal, public speaking, presentations, and digital
- Ability to build positive relationships and inspire confidence with donors, staff, and community leaders
- Experience in event planning or campaign coordination
- Skilled in gathering, analyzing, and synthesizing data
- High-energy, results-focused, and adaptable with a positive attitude
- Self-motivated, takes initiative, and follows tasks through with minimal supervision
- Proficient in Microsoft Office; experience with other office tools an asset
- Valid driver's license with regular access to a personal vehicle to attend community events

### **Supervisory Responsibility:**

Duties, responsibilities and activities may change at any time with or without notice. The Donor Relations Specialist is responsible for supervising and supporting volunteers as needed.

UNITED WAY REGINA

1440 Scarth Street

Regina, Saskatchewan S4R

2E9 Telephone: 306.757.5671

Charitable Registration #119278372RR0001

**Hours of Work:**

This is a full-time position (35 hours/week). Days and hours of work are Monday through Friday, 8:00 a.m. to 4:00 p.m. This position may require long hours and/or weekend work during peak times.

**Travel:**

Out-of-town travel is not typically required for this role however may be necessary at times. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. It should not be considered an all-inclusive listing of work requirements. Duties, responsibilities and activities may change at any time with or without notice.*

**Interdepartmental Dependencies and Interaction**

All United Way staff must work in partnership and alignment to develop impact products, excite donors and individuals to volunteer and donate to United Way. It is essential that the individual in this position is able to bring people together in a structured way to create a common agenda and understand achievement of shared measurements and activities requires continuous communication between and amongst teams.

**United Way Core Competencies for All Staff**

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the United Way brand and understands their role in growing and protecting the reputation and results of the greater network.

UNITED WAY REGINA

1440 Scarth Street

Regina, Saskatchewan S4R

2E9 Telephone: 306.757.5671

Charitable Registration #119278372RR0001