

## **Job Posting: Associate Manager, Corporate Governance**

*Full-time, Permanent*

*Location: Toronto, Ontario (Hybrid – work from Toronto and work from home)*

United Way Greater Toronto is looking for an experienced Associate Manager, Corporate Governance to join our team.

Reporting to the Chief of Staff & Corporate Secretary, the Associate Manager will undertake the operations and administration of UWGT's governance framework, Board and Committee meetings, bylaws compliance and membership processes.

### **What you'll do:**

- Work and coordinate with relevant staff members on document submissions, timelines and overall requirements for various Board processes
- Coordinate meetings, record and prepare minutes for the United Way Board of Trustees and Committees
- Review motions going to Governance Committees, prepared by committee staff partners and ensure Committee materials reflect approved governance workplans and UWGT standards
- Coordinate and prepare recruitment, confirmation, orientation, onboarding and retirement materials for volunteers to the Board and Committees, including updating the CRM system and supporting Committee coordinators with completion of governance tasks
- Support the governance recruitment and succession plan by researching governance volunteer candidates and maintain the board composition and skills matrix. Maintain transition and modelling charts for term limits of governance volunteers.
- Coordinate, update and administer various board surveys, analyze and prepare reports for review by senior staff, Board and Committees
- Manage the annual membership recruitment process including managing the database, developing solicitation and communications materials, including for the Annual General Meeting, in compliance with governance requirements and working with all departments within defined processes
- Act as the project manager for the Annual General Meeting and two Townhalls to ensure consistency in approach and achievement of deliverables
- Support the Corporate Secretary in maintaining all Board records in keeping with records management, including updating and managing Trustee and Member constituent data on UWGT's CRM system

- Organize and maintain working documentation for Board meetings and general Board reference for Trustees, the Senior Executive Team, and the Corporate Secretary in both physical and electronic forms, including a Board portal
- Prepare governance filings for review by Corporate Secretary, and submit within timelines required by government regulations
- Assist Corporate Secretary with the annual review of governance policies
- Provide administrative support to the Chief of Staff and Corporate Secretary, such as files, meeting schedules and preparation of materials for meetings

**What you'll need to be successful:**

- 3 - 5 years work-related experience providing coordination and support to C suite levels
- Demonstrated experience in not-for-profit governance, project management, administration and minute-taking
- Understanding and commitment to United Way's mission and priorities
- Excellent administrative and technological skills, including but not limited to MS Office environment including Outlook, Word, Excel, PowerPoint, Teams, SharePoint, video conferencing
- Strong analytical skills including the ability to develop surveys, create reports and effective tracking and reporting tools
- Demonstrated ability in using enterprise-wide database systems, including familiarity with developing and running reports
- Demonstrated ability to effectively and tactfully manage constituent relationships
- Proven ability to take initiative and carry projects to completion with minimum supervision
- Proven organizational abilities and the ability to manage competing priorities and meet deadlines under pressure
- Excellent teamwork, strong interpersonal, communication and relationship management skills including the ability to work respectfully and inclusively with a diverse employee population and multiple external stakeholders
- Excellent judgment and discretion in handling confidential and sensitive information
- Excellent attention to detail and proven track record of accuracy and reliability
- A commitment to equity, inclusion and anti-oppression

Does this sound like you? Show us your Local Love. Come and do great work at United Way Greater Toronto! Please [apply](#) no later than **November 22, 2021**.

As part of our recruitment process, United Way Greater Toronto offers accommodation for applicants with disabilities. If we contact you about an opportunity, please let us know if you require accommodation.

**About United Way Greater Toronto:**

As the largest non-government funder of community services in the GTA, United Way Greater Toronto reinforces a crucial community safety net. United Way's network of agencies and initiatives in neighbourhoods across Peel, Toronto and York Region works to ensure that everyone has access to the programs and services they need to thrive today. Mobilizing the network and other community support, United Way tackles #unignorable issues linked to poverty. United Way's work is rooted in ground-breaking research, strategic leadership, local advocacy and cross-sectoral partnerships committed to building lasting solutions to the GTA's greatest challenges. **Learn more about our work at [unitedwaygt.org](https://unitedwaygt.org).**

**Diversity & Inclusion:**

United Way is committed to creating an inclusive workplace that reflects our diverse community to ensure we're best equipped to serve it. We encourage candidates from diverse backgrounds and those who may need accommodation to apply to join our team. Our commitment to excellence in diversity goes beyond promoting equity. By incorporating a variety of experiences and perspectives, we create opportunities for innovative solutions and maximize the impact of our work.