



## **Charity Relationship Account Manager / Employee Engagement Program Coordinator**

Kits for a Cause connects companies and individuals to local charities and provides them with a tailored team-building activity and/or corporate giving program. They make it fun, easy, and impactful and ensure that the experience is turnkey, down to providing the hand-picked essential items for each charity partner.

Are you passionate about making a difference in the world? Do you thrive on building meaningful relationships and driving impactful programs? Kits For a Cause is seeking a dynamic and driven individual to join our team as a Charity Relationship Account Manager / Employee Engagement Program Coordinator.

### **About You**

You are passionate about building and maintaining meaningful relationships and partnerships with multiple charities and NFP organizations. You have experience managing a high volume of clients and programs, with great attention to detail. You are enthusiastic about collaborating with diverse teams across various industries. You are an authentic, purpose-driven individual who thrives in a fast-paced, busy environment. If you're eager to make a real difference and create a lasting impact in the community, we want you on our team!

### **About the Position:**

As the Charity Relationship Account Manager / Employee Engagement Program Coordinator you'll play a vital role in educating, onboarding, and maintaining charity and donor relationships while effectively implementing a Kits For a Cause program. Kits For a Cause is a social enterprise that specializes in providing team building/engagement volunteer experiences known as Kit-packing events for donors, in an outsourced resource model.

### **Key Responsibilities:**

#### *Relationship Management (40%):*

- Educate, build, onboard, maintain, and support charities/NFPs to help them achieve their program needs and fundraising goals. Act as a point of contact to provide new donors and donation opportunities through the Kits for a Cause Program for various organizations
- Ensure all departments, locations, and affiliated branches are kept up to date on how we can help them.
- Create customized programs and provide appropriate product solutions as well as everything that is needed in real-time for charities.
- Create awareness of our three donation programs among clients, donors, and charities.

- Design corporate employee engagement/CSR programs and match groups to charities aligned with their cause and geographic location.
- Deliver professional and timely client communications across various channels.
- Meet and exceed individual goals and team KPIs

*Program Logistics (30%):*

- Manage product orders within provided timelines and budgets.
- Liaise with the purchasing team for the current needs of the clients.
- Coordinate timely and accurate supply orders.
- Provide clients with clear instructions for shipping, receiving, program setup, flow and all details.
- Prepare agenda and virtual toolkits for all programs to ensure a seamless experience.

*Administrative Tasks (15%):*

- Maintain an up-to-date client contact database using our CRM system.
- Ensure accurate and timely updates to pipeline tools based on the client journey.

*Creative (15%):*

- Offer creative insights and ideas to enhance engagement and program impact.
- Customize written materials to align with various brand voices.
- Utilize Canva to create visually appealing program materials.

**Qualifications:**

- Knowledge and/or experience of the NFP and charities sector (required)
- 2-3 years of account management, relationship management, and business development experience (required)
- Degree/Diploma in Business/Communications/Social Sciences/Event Management/Fundraising or relevant work experience would be an asset
- Event planning/management experience would be an asset
- Planning and logistics experience would be an asset
- Charitable fundraising experience is not necessary but would be an asset
- Experience using an online data management system (required), working knowledge of KEAP and BUSINESS VISION would be an asset
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**Skills and Attributes:**

- Have a passion for helping charities and NFPs in these challenging times
- Ability to build, deepen, and maintain charity and donor relationships
- Incredible attention to detail, highly organized
- Ability to prioritize and multitask in a fast-paced environment with tight turnaround times and manage a pipeline of 20+ programs and events at any given time.
- Excellent verbal and written communication skills
- Easy to adapt and be flexible to the needs of clients and the NFP sector
- Purpose-driven individual who understands the power of our program and the opportunity at hand - each successful day creates a positive local impact
- Ability to work with small to large organizations, NFPs, Charities, and Donors.
- A team player who loves helping people and making a difference.
- Must be inclusive and empathetic to those in need

**Bargains Group / Kits for a Cause Team's Core Values are:**

- We consciously care (*we give a sh\*t*).
- We are community builders.
- We make a positive impact.

All interested candidates should email their resume to [info@bargainsgroup.com](mailto:info@bargainsgroup.com). **We would love for you to answer the following questions with your resume submission:**

- What do you value most in a workplace?
- What motivates you?
- Do you or have you volunteered? If yes, please tell us about it
- What do you enjoy doing in your free time?
- Do you have event coordination or management experience?
- What are your salary range expectations