

## **Niagara Community Foundation Job Description**

**Job Title:** Manager, Community Initiatives

**Organizational Relationships:** Reports to Executive Director

**Job Summary:** Provides leadership and general support to the Foundation's Grants Committees  
Provides support to community leadership initiatives  
Coordinates and/or liaises with lead volunteers for Foundation special events  
Represents the Foundation on select community committees  
Heightens awareness within key stakeholders

### **Duties and Responsibilities:**

1. Supports the Foundation's Grants and Environmental Committees, as well as its community initiatives and special projects, all in accordance with the Foundation's strategic plan
2. Meets with Fundholders to gain comprehensive understanding of philanthropic motivators and goals
3. Co-ordinates Cuvée in partnership with Cuvee Coordinating Committee and Foundation staff and provides leadership and support where needed for Foundation special events
4. Convenes and develops relationships with public, voluntary and private sector stakeholders and experts to identify and assess community needs, trends and opportunities; to plan joint intervention programs; and to leverage the required resources to fund new initiatives
5. Maintains research files and administers paper and electronic files for selected funds to ensure integrity of grant records and the grant-tracking database
6. Maintains the currency of the grants component to the integrated management database
7. Represents the Foundation on selected committees as determined by the Executive Director and with responsibility of reporting regularly on the progress and outcomes
8. Responds to the queries and provides counsel respecting grant applications and relevant collaborative opportunities

9. Holds confidential all information related to potential donors, donors, grant recipients, Foundation personnel, Board members and operations to maintain trust and legal obligations
10. Carries out responsibilities in keeping with the Foundation's vision, mission, guiding principles and procedures
11. Establishes and maintains effective working relationships with co-workers, supervisor, Board, committee members and the public
12. Participates actively in the evaluation of own performance and in setting of goals to improve performance as required
13. Pursues personal development of skills and knowledge necessary for the effective performance of the job.

## **Requirements**

### Knowledge

- Combination of education and related experience as it pertains to non-profit entities
- Knowledge of local leaders in the community, civic and government organizations within Niagara
- Knowledge of grantmaking, including ethical, regulatory and legal issues highly desired
- Proficient in the use of Microsoft Office, the Internet and donor management software
- Valid driver's license and access to a vehicle

### Experience

- Minimum of five years senior management experience in the not-for-profit sector with direct experience in grants management, event planning, community development, strategic planning and research

### Skills & Attributes

- Excellent communication and presentation skills, both written and verbal
- Excellent planning and organizational skills, results driven
- Strong decision-making and problem-solving skills
- Ability to develop, manage and evaluate programs
- Strong analytical skills
- Excellent interpersonal skills, demonstrated capacity to work effectively with people with diverse backgrounds
- Strong commitment to team work, able to mobilize people in joint efforts
- Strategic thinker, able to conceptualize and explain complex ideas

### Working Environment

- Travels out of the office to meet with stakeholders and attend meetings
- Sedentary work performed at a work station with multiple interruptions
- Mental and visual concentration during computer work for accuracy, drafting and editing
- Mental attentiveness and concentration for extended periods in reading information and preparing reports
- Multiple and competing demands with shifting priorities
- Works evening, early morning and weekends occasionally

**Salary Range:** 25 hours per week, \$28 per hour

**Benefits:** EI, CPP, other benefits under development