

JOB POSTING

APPLICATION INSTRUCTIONS

1. Deadline is July 31, 2015.
2. Please submit an up-to-date resume with cover letter to careers@odscore.com. In your cover letter, please answer the following questions:
 - Why would you like to work for Hamilton Community Foundation?
 - Why are community foundations important?
 - What makes Hamilton a great place to live?

We appreciate your interest, but only applicants being considered for an interview will be contacted.

THE ROLE

Hamilton Community Foundation (HCF) has a very clear vision: a vibrant, inclusive Hamilton. Our mission to achieve this is to drive positive change by connecting people, ideas and resources.

The Manager, Community Initiatives, will play a crucial role by providing leadership in community initiatives with which HCF is involved.

WHAT WE'RE LOOKING FOR

We're looking for a strong and strategic "connector"; someone who can bring together internal and external stakeholders from a wide diversity of backgrounds to forge new partnerships and nurture relationships, ensuring community initiatives are adding the intended value.

The Manager, Community Initiatives is an important member of the Grants & Community Initiatives team and will work closely with fellow team members as well as with the CEO, Community Relations, Finance and Philanthropic Services departments, HCF staff, consultants and members of advisory committees.

This is an outwardly facing role, responsible for representing HCF on community planning bodies and committees and reporting regularly on progress and outcomes while ensuring ties to HCF's strategic goals. The Manager, Community Initiatives also conducts and maintains regular and timely communication of departmental priorities, opportunities, processes, and outcomes to the Foundation's various audiences, both internal and external.

In addition to providing oversight for HCF community initiatives portfolio the Manager, Community Initiatives will also conduct research, amass expertise and prepare reports on current and emerging community assets, needs, trends and opportunities for innovation relevant to HCF's community initiatives, community investing and other priority areas.

To be successful in this role, you'll need to be highly collaborative and willing to participate constructively as a team member, including assisting with developing work plans and attendance at team meetings. You'll also need to be flexible and willing to perform other related duties associated with the position, including overseeing and managing granting rounds as required by the Vice President, Grants & Community Initiatives.

WHERE YOU ARE NOW:

At this point in your career, you have at least five years of management experience in the not-for-profit or education sectors with direct experience in community development/community building, planning and research.

Your extensive experience includes working in a similar capacity with community agencies and/or educational institutions (boards of education, private schools, curriculum developers).

You have the following specific qualifications:

- Undergraduate degree in education or social sciences or equivalent academic qualifications and experience, ideally with a combined education and community development / community-building focus
- Deep knowledge of both the Hamilton community and the Foundation's role within the community
- Knowledge of community development / community building and initiative-management practices including those of the Foundation
- Awareness of local voluntary sector organizations and programs
- Appreciation and respect for the context in which HCF's grantees work and live and the ability to relate easily and comfortably to the variety of people involved in the community development programs and process
- Facilitation, meeting management and leadership skills
- Excellent organizational skills and attention to detail
- Excellent communication skills - written, oral, and interpersonal
- Proficient in the use of the Internet as well as Microsoft Office, especially Word and PowerPoint. Experience in using database software is an asset
- Ability to meet deadlines, manage a variety of concurrent projects, and complete tasks on time
- Ability to anticipate the information needs of team members as situation and projects develop
- Strong research and analytical skills
- Actively engaged in the community
- Ability to handle sensitive and confidential information discreetly
- Initiative and the ability to work both collaboratively and with minimal supervision and
- Intellectual curiosity

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

Community foundations are charitable organizations dedicated to improving communities in specific geographical areas. They do this by pooling the charitable gifts of donors to create endowment funds and using the investment income to make grants. Some community foundations support a town or a city, while others support an entire province.