

## JOB POSTING

**Position:** Manager of Development and Community Engagement  
**Reports To:** Senior Director Innovations and Redevelopment  
**Salary Range:** \$55,270.40 - \$76,689.60 (equivalent to Non-Union City of Toronto Grade 4.5)

### Job Description:

To manage and coordinate the development and implementation of new and emerging projects for long-term service in the future, including developing a sustainability plan for Business out of the Box. To manage and support the ongoing operations and enhancement of existing agency programs and projects. To coordinate the engagement, development, implementation and evaluation of community, fundraising and special events. To support the Senior Management team in all development- related matters on a day-to-day basis, and to supervise staff on an as-needed basis.

### Major Responsibilities:

- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limits.
- Manages and delivers a multi-pronged fundraising strategy that includes submission of funding proposals to government, foundation, community and private sector contributors, securing sponsorships, coordinating special events, securing gifts in-kind and cultivating individual donors.
- Identifies and secures non-grant-related opportunities for sustainable programming for the Centre and community.
- Monitors and works with Finance Director to reconcile revenues and expenses.
- Identifies funding sources for facilities as well as new and ongoing programs, projects and initiatives.
- Writes, in a timely way, well- researched grant and funding applications, reports on results and writes official reports on behalf of the organization.
- Provides expertise and support to agency staff i.e. project development, budget and proposal development, editing, submission and report writing support.
- Develops and assists in preparation and management of budgets as determined by Supervisor.
- Creates, coordinates and supports activities that promote and support civic engagement and community organizing, such as new programs/projects i.e. community leadership program and all-candidates meetings.
- Develops with staff, consultation plans, information session design and training programs.
- Provides support to community groups and committees i.e. facilitating space, coordinating activities, liaising with additional stakeholders and accessing information.
- Provides expertise, facilitation and support to community groups around fundraising, program/project development, submission of sponsorship and/or funding applications.
- Develops and manages organizational partnerships.
- Coordinates the production of seasonal/cyclical communications materials i.e. agency newsletter, timely promotion of events using social media and other vehicles in collaboration with staff.
- Coordinates and implements pilot projects for eventual transition to the Programs Department.
- Monitors research, policy, reports and academic literature on social issues that are addressed by Agency programs and services.
- Other duties as assigned.

***Scadding Court Community Centre is an equal opportunity employer.***

**Key Qualifications:**

1. Undergraduate or Master's degree in social science, public administration/ relations or related discipline - or equivalent experience.
2. Three years' experience in a management role.
3. Understanding of and experience in project development, service planning and evaluation.
4. Experience in management and staff supervision, preferably in a non-profit environment.
5. Experience in planning and coordinating special events.
6. Ability to work with diverse communities and strong demonstrated understanding of anti-racist practices.
7. Experience in community development.
8. Knowledge of fundraising strategies and application processes.
9. Strong interpersonal skills, ability to work as a team member and facilitate group processes.
10. Excellent oral and written communication skills.
11. Computer literacy: word processing, spreadsheets, database.
12. Knowledge of a second language an asset.
13. Familiarity with affordable housing, particularly social housing issues an asset
14. Familiarity with development processes an asset.

**Apply:**

**To:** Rebecca Keenan, Senior Manager of Human Resources

**Email:** rebecca@scaddingcourt.org

**Mail or Drop-off:** Scadding Court Community Centre, 707 Dundas St W, Toronto, ON M5T 2W6

**Deadline:** Monday, June 25<sup>th</sup>, 2018, 5pm.

Please do not fax or phone. Only those selected for an interview will be contacted.

If accommodation is required, please call 416 392-0335 x 226.

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