

MANAGER, COMMUNITY CAPACITY BUILDING



JOB DESCRIPTION

Reports to: Director, Governance & Human Resource Administration
Date: October 2020

United Way/Centraide Windsor-Essex County has made a promise to the community – to change the odds for children and their families so they have equal opportunities for success in school and life. We have adopted the community problem-solving approach called collective impact and have committed to working alongside community partners to realize the vision of improving population-level outcomes for children and youth from cradle to career.

POSITION SUMMARY

The primary purpose of this position is to strengthen the capacity of local not-for-profit service providers, community residents, and other stakeholders to effectively participate in systems-level collective work within a Cradle to Career strategy. The Manager of Community Capacity Building will do this through delivery of customized training, leadership development, and individual coaching, and will work closely with the Manager of Strategic Community Engagement to support the collective work of the Cradle to Career strategy.

Essential responsibilities include:

- 50% Develop and implement training for not-for-profit organizational partners, which includes identification and recruitment of subject matter experts, co-design of training curriculum, and workshop facilitation
- 15% Co-develop training for Community Action Network (CAN) working group chairs, facilitators, and residents
- 15% Assess organizational capacity-building needs, construct and implement coaching plans to meet these needs, and create long-term organizational knowledge transfer plans
- 10% Evaluate progress and report on program deliverables
- 10% Administrative duties including use of database management system, documenting notes and action items following all meetings, and completing reports as required

CORE FUNCTION & COMPETENCIES

- Assist with identification and recruitment of not-for-profit organizational partners (front-line staff, senior leaders, and/or sector experts) to Cradle to Career Community Action Networks
- Cultivate relationships with organizational partners and act as a supportive resource to organizations and community groups
- Conduct individual organizational capacity assessments to identify opportunities for development and work closely with organizational partners to create long-term development plans
- Develop a training program for organizational partners focused on systems-change, collective impact, human-centred design, strategic partnership development, results-based leadership, continuous improvement, and other topics as deemed necessary
- Identify appropriate subject matter experts and leverage their support for the training program, co-creating curriculum to meet required learning objectives
- Maintain accessible training environments which consider diverse learning styles and incorporate principles of adult learning
- Provide individual coaching services to organizational partners to meet goals of development plans
- In conjunction with the Manager of Strategic Community Engagement, identify training needs of Community Action Network chairs, facilitators, and residents and coordinate appropriate training

- Support Cradle to Career team in building strategic partnerships among participating organizations to aid in the co-creation of community solutions for children and youth
- Monitor and evaluate the effectiveness of the training and coaching services
- Complete evaluative program reports and communicate outcomes to funders

MINIMUM REQUIREMENTS

Knowledge, Skills, and Abilities

Education: Post-secondary degree/diploma preferably in education, human resources management, social sciences, or related field

Experience: 3 years experience in training program design, delivery, and evaluation; not-for-profit program management an asset

Specific Skills: Excellent verbal and written communication skills
Extremely effective facilitation and presentation skills
Assessment and problem-solving skills
Knowledge of adult learning principles
Demonstrated success in relationship-building and collaborative teamwork
Proficiency in the Microsoft Office Suite

Working Conditions: Approximately 50% of time spent directly engaging community partners outside of the office. Must maintain a valid driver's licence and have access to own transportation. Must have the ability to work flexible hours, including occasional evenings and weekends.

*Due to COVID-19, the successful applicant will have the option to work from home until further notice.

CONTRACT

1-year contract beginning November 2020. Full-time, 35 hours per week. Medical/health benefits begin after two months.

If you have the above-mentioned qualifications, please submit your resume and cover letter by **Tuesday, November 10th, 2020** to careers@weareunited.com

We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.

United Way/Centraide Windsor-Essex County is committed to developing a diverse and inclusive workplace. We encourage candidates from diverse backgrounds, including those who may need accommodations, to apply to join our team. In accordance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) please contact us should you require accommodation to apply or if selected to participate in an assessment process.