



Job Posting: Community Investment Manager

Details: Full-time fixed-term contract (1 year maternity leave, commencing October 2018)

About Us: United Way Central and South Okanagan Similkameen is looking for an experienced Community Investment Manager to join our small, but perfectly formed team, based in beautiful Kelowna in the Okanagan Valley. This person will manage United Way's community initiatives, projects and funding streams and be involved in community partnerships that focus on addressing the most pressing social issues in our region.

If you have a successful track record in community development, building long-term partnerships within the non-profit or charitable sector, and want to be part of creating real and lasting change in your community, we would love to hear from you!

Please apply with your resume and a short cover letter to info@unitedwaycso.com, explaining your motivation for applying and how your skills fit the bill. Please reference "Community Investment Manager" in the subject line. Closing date is **Thursday July 31st 2018**. We are a small team and so we will only be able to contact those selected for interview. Thanks for your understanding.

To get a feel for our work in the community and learn more about us, please visit us at www.unitedwaycso.com.

Role Purpose: To lead the United Way CSO's community impact strategy and portfolio of community investments and initiatives. Additionally responsible for developing and fostering key relationships and will be involved in partnerships focused on tackling our community's most complex social issues.

Major Responsibilities:

- Lead and administer UWCSO's community initiatives, projects and funding streams in alignment with the Community Impact Strategy.
- Actively support community initiatives and collaborations addressing key priority issues in partnership with agencies, community organizations and funders.
- Manage all aspects of Community Investment reporting and statistics.
- Implement and coordinate all UWCSO grant streams and funding distribution processes. This includes managing agency relationships, funding application documents, ensuring required financial and impact reports are created.
- Recruit, manage and support Community Investment volunteers through the Impact Team process, reporting and funding recommendations.
- Develop a strong understanding of social and community issues, government funding initiative and policies, regional issues and key priorities.
- Work collaboratively with the United Way team - Marketing, Communications and Resource Development.

- Manage and implement special projects and/or participate in cross-functional internal and external projects.
- Actively seek out opportunities to develop new relationships and partnerships within the region to build community and raise awareness about key issues.
- Liaise with provincial and national United Way initiatives (for example: Better at Home, bc211.ca).
- Recruit, train and supervise relevant Community Investment positions, such as summer associates and interns, as required.

Qualifications:

- Post-secondary degree from a recognized institution in Community Development, Social Services, or other related field/profession (or an equivalent combination of education and experience).
- Minimum of 3-5 years of experience in community development or similar work
- Experience building relationships, collaborations and driving forward community change with multi-sector stakeholders.
- Understanding of the non-profit, charitable and social services sector at a local, regional and provincial level.
- Experience in a supervisory role is preferred.
- Experience with grant or funding cycles is considered an asset.

Core Competencies:

- Proven experience building effective, long-term partnerships within the non-profit/charitable sector.
- Track record of community development work.
- Personal strengths in collaboration, leadership and facilitation.
- Exceptional time management and organizational skills.
- Strong interpersonal communication and conflict resolution skills.
- Ability to take initiative, work autonomously and as part of a team.
- High level of professionalism, tact and open-mindedness.
- Strong judgement and problem solving skills.
- High level of proficiency in Microsoft Office suite and general computer skills, internet research etc.
- Valid driver's license and access to a vehicle.
- Flexibility in hours of work – availability to work regionally, or on evenings and occasional weekends as work demands.
- Ability to present a clear police background check.