



Job Title: Director, Community Impact & Capacity Building

Job Requirements: 20 hours / week – with some evening work

Role Purpose:

The primary objective of this role is to ensure that funds raised by PA are distributed to the greatest areas of need throughout the community. This is largely achieved through the partnership of the volunteer-run Fund Distribution Committee and the maintenance of outstanding partner relations with existing community groups.

To ensure that funds raised are being distributed to the areas of greatest social impact, this role is also expected to assess community needs, identify emerging trends and make recommendations for adaptations. Examples can include, but are not limited to, identifying common training requirements for the West Island community sector, connecting organizations to address strengths and gaps, and assessing where economies of scale can be leveraged.

Main Responsibilities

<i>List the broad category of responsibilities</i>	<i>Provide the key actions to deliver on the responsibility</i>
<p>Fund Distribution Committee (FDC) Assure the ongoing leadership and effectiveness of the Fund Distribution Committee.</p>	<ul style="list-style-type: none"> • Collaborate with the ED and Fund Distribution Committee President to clearly establish the mandate of the FDC – composition, eligibility, decision making, etc... • Actively recruit, develop and engage new FDC members • Establish the framework and mechanisms to help ensure funds are going to the right groups and having the greatest community impact • Facilitate the effective execution of the FDC mandate and its process • Continuously encourage and promote the need to assess, adapt and alter the fund distribution process

<p>Community Relations Responsible to help ensure that groups funding via PA are providing community excellence via their programs and services – inclusive of rigorous program and service evaluation, team leadership and governance, consistent finance and administration, fundraising, communications, and other operational requirements.</p>	<ul style="list-style-type: none"> • Develop a strategy to build and maintain strong partner relations with the community groups supported by PA • Partner with the groups to help them proactively identify, assess and resolve issues that have can impact a group’s ability to deliver on its mandate • In the event of unanticipated issues, lead the issue resolution via necessary means– coaching, involving others, mediating, etc... • Help promote and build cross-functional relationships within PA and promote collaborative efforts • As needed, act as a mentor to group members staff to support their growth • Identify and host training and development programs for groups
<p>Impact & Capability Building Responsible for identifying gaps in community offerings and initiating strategies to improve community outcomes and overall effectiveness to support to residents of the West Island.</p>	<ul style="list-style-type: none"> • Stay up-to-date on community service best practices and trends • Design, oversee and/or lead impact assessments as required • Develop tools and materials to assist groups in measuring their community impact • As required, follow up on assessments to assure that outcomes are being used to adapt and improve offerings • Use research and assessment outcomes to identify gaps and establish a plan to address – introduce new groups, expand existing, unearth a new niche, identification of new funding opportunities, etc...
<p>Team Leadership & Support Responsible to help the overall PA team succeed in their mission and</p>	<ul style="list-style-type: none"> • Partner with other team members as required • Support PA events and initiatives as needed

deliverables.	
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Competencies or Skills Required

List the qualifications and attributes required to be successful in the role

- A bachelor's degree or master's degree in a related field
- Track record of effectively leading, directly or indirectly a performance- and outcomes-based organization and staff
- Excellence in organizational management and execution
- Solid understanding of non-profit governance structures, including the role of boards, committees, and senior leadership
- Effective critical thinking and assessment capabilities
- Financial literacy, including reviewing budgets, financial statements, and funding allocations,
- Patience, emotional and social intelligence and maturity, and comfort/confidence communicating with senior leaders and strong personalities
- Unwavering commitment to quality programs and data-driven program evaluation
- Ability to work effectively in collaboration with diverse groups of people
- Excellent mastery of English and French