



Operations and Community Engagement Officer

WHO WE ARE:

The Thunder Bay Community Foundation, established in 1971, actively promotes community philanthropy for the long-term benefit of Thunder Bay and the surrounding area. Our goal is to create a more vibrant, healthy, and engaged community. We are passionate about your community and we are looking for someone who is too.

The Thunder Bay Community Foundation specializes in building endowment funds to support the ever-changing needs of Thunder Bay. Gifts to the Foundation are pooled and invested, and the income earned is distributed as grants that support community projects. In 49 years, we have distributed over \$4.5 million in grants, scholarships, and bursaries. Today we hold in trust approximately \$13 million in assets. From this foundation we distribute grants, scholarships and bursaries to worthy causes and individuals in the District of Thunder Bay.

POSITION OVERVIEW:

Contributing to the development of a thriving, diverse and inclusive city excites you. You believe in the power of community, relationships, and philanthropy. You have a passion for working with a team to mobilize support and make a positive community impact.

You are a bridge-builder and natural networker. You work successfully with multiple stakeholders as you bring authenticity, integrity, and a commitment to excellence. You are interested in improving community through partnerships and collaborations. You have an eye for detail, are process oriented and are always results driven.

Do you want to be part of a high-performing team committed to driving positive change by connecting diverse people, ideas, and resources?

Reports to: Executive Director

This role serves as a key representative of The Thunder Bay Community Foundation as a first point of contact for fund holders and many of our community partners and stakeholders. This position reports to the Executive Director and is responsible for day to day management of Foundation office activities and leading community engagement initiatives and is critical to the implementation of The Foundation's programs and services. The incumbent will be an effective manager, ideally with experience in fund development and planning, development and implementation of effective community relations strategies aligning with business goals.

Operations (Time Allocation: Approximately 1/3)

- Manage Foundation operations on a daily/weekly/monthly basis and associated tracking and reporting
- Participate in the creation and execution of annual Foundation plans inclusive of timelines and responsibilities for development and execution
- Assist in the identification and development of new initiatives
- Manage priority projects
- Actively manage and steward existing fund holders and donors, including contact for gift direction (as required)
- Prepare fund holder agreements and proposals and cheque requisitions for disbursements
- Liaise with grant applicants
- Support the Board and Foundation team regarding community needs
- Plan and participate in the Foundation AGM, team meetings and other key organization events
- Oversee coordination and support of Foundation Committees
- Provide direction to intern in support of strategic priorities
- Implement operational process improvements, as required
- Provide timely donor stewardship including processing gift administration, donor records, receipts, statements and thank you letters
- Manage online giving system (Canada Helps), online scholarship platform (SLM) and online grant platform (GLM)
- Manage and oversee Foundant, the internal accounting software and liaise with external bookkeeper
- Assist in bookkeeping by making bank deposits, providing invoices to bookkeepers, processing payments to vendors and entering relevant information (grants processing and donations) into Foundant Support Executive Director in all aspects of fund development
- Oversee the maintenance of Board of Directors manual, policies, corporate records file, archives, and general office files

Community Engagement (Time Allocation: Approximately 1/3)

- Represent The Thunder Bay Community Foundation at fund holder and community events and identify prospects
- Co-ordinate Community Foundations of Canada directed projects as well as any community-specific projects initiated at the local (i.e. Thunder Bay) level
- Participate in consultations with community agencies/bodies in support of community issues and priorities identification and actions
- Plan and develop public relations strategies and activities in support of The Foundation's brand, image and relations with donors, prospects, employees, and community stakeholders.
- Support the Legacy Giving Committee

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Marketing and Communication (Time Allocation: Approximately 1/3)

- Oversee all Foundation communications including annual report, Vital Signs, mailings, E-blasts, newsletters, media releases, story writing, video, social media, etc.
- Oversee design and content of print materials and presentations
- Oversee event planning and special events (e.g Grant Reception, Student Award Reception, Alumni Event, etc.)
- Manages NOHFC intern and their related work in media and social media
- Maintain website

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's/undergraduate degree
- Minimum of 3 years' experience in the charitable sector and familiarity with applicable Canada Revenue Agency (CRA) regulations
- Basic accounting skills
- Experience in operations, including planning and project management
- Excellent interpersonal skills to work with donors, prospects, partners, volunteers, and the community
- Excellent communication skills, both verbal and written
- Strong administrative, organizational, and problem-solving skills
- Discretion in dealing with private, confidential, or sensitive (personal) information - Excellent computer skills, including knowledge of CRMs
- Ability to juggle multiple projects and meet deadlines
- Experience in asset development and fundraising
- A team player with energy, enthusiasm, and a strong work ethic

BENEFITS:

- Salary range: \$50,000 - \$60,000
- TBCF offers an excellent benefit package.

TO APPLY:

Please submit your cover letter and resume electronically by **September 25, 2020** to:

Alexandra Calderon, *Executive Director*

acalderon@tbcf.org