vancouver foundation

Position Posting

Director, Emergent Opportunities

[Full-Time Temporary 18 month contract)]
Downtown Vancouver

About Us

Vancouver Foundation is a community foundation that serves the entire province of BC. Our goal is to create positive and lasting impacts in communities. We do this by bringing together generous donors and linking their contributions to important work that addresses the needs of our communities. For a view into our world, please visit our website: www.vancouverfoundation.ca.

About You

You are a senior non-profit leader with expertise in strategy, operations, and stakeholder engagement. You are adaptive, thrive when working in complexity, and can create actionable workplans even within an uncertain context. You are resourceful and proficient in scoping and bringing new projects to life. You proactively seek opportunities to maximize impact and bring a learning lens to all aspects of your work.

You have a well-rounded understanding of the charitable and philanthropic landscape in Canada. You build and maintain relationships and networks to mobilize around key issues and have a strong interest in sector building and advocacy work. As a facilitator and convener, you can align stakeholder interests, build consensus, and move ideas to action.

You have excellent presentation, communication, and organizational skills; you are a skilled project manager. Your leadership is both process-oriented and results-driven. You value transparency and are a natural collaborator. You can hold space for difficult conversations and model behavioral shifts that drive positive cultural change.

You can engage and oversee strategic initiatives involving multi-disciplinary teams to include all voices and perspectives. You are an experienced people manager invested in developing your team's skills and capacities. You have demonstrated experience working effectively with volunteer governance and advisory bodies.

You understand and apply an anti-oppression, anti-racist, and feminist lens to the work. You uphold the values of the Foundation and support us to advance on our commitments, including the Philanthropic Declaration on Reconciliation.

About the Position

The Director, Emergent Opportunities at Vancouver Foundation, is responsible for the scoping, development, and implementation of strategic initiatives that benefit the Grants & Community Initiatives (GCI) department and/or the organization at large. The goal of this role is to provide additional capacity within the foundation to quickly mobilize and respond to emergent opportunities, organizational commitments, and community needs. The nature of the role will be constantly evolving.

The Director, Emergent Opportunities role, will primarily oversee contract staff to support initiatives. The Director is also anticipated to draw resources from across departments and assemble teams that work collaboratively to advance strategic initiatives as they emerge. The Director may act as a liaison between GCI and other departments as required. Over time, direct reports may be added as focus areas evolve.

The Director should be proficient in managing a complex portfolio of work, with multiple deadlines and deliverables. This is a highly strategic role that requires systems thinking, resourcefulness, and exceptional interpersonal and collaboration skills. The Director reports to the Vice-President of Grants and Community Initiative and will collaborate closely with the CEO and Director of Communications on sector government relations and advocacy work as needed.

Main Responsibilities

Under the supervision of the Vice-President, Grants and Community Initiatives:

Granting

- Oversee unique or one-off granting programs that fall outside of the scope of other GCI units including identifying resourcing needs, coordinating communications, engagement with grant seekers, receipt, assessments and notifications
- Monitor available granting budgets for unique granting programs
- Ensure timely, appropriate payments, financial accountability, reporting, and fulfillment of partnership responsibilities with Community Foundations Canada and/or other unique granting program partners
- Contribute to learning and evaluation strategies for grantmaking
- Integrate innovative grantmaking practices in service of greater equity and community impact

Strategy and Planning

- Support GCI strategic planning and change management projects
- Conduct research and stakeholder engagement to appropriately scope and initiate emergent strategic initiatives
- Report on progress and recommendations to Executive Team, Committees, Board of Directors and other stakeholders as required
- Participate in the Foundation's strategic and operational planning as a member of the SLT
- Ensure organizational priorities are integrated into the development of departmental annual objectives, and individual work plans

Convening and Capacity Building

- Engage stakeholders, including but not limited to grantees, advisors, and/or donors to identify opportunities for collaboration, gaps in services, and emerging issues
- Seek opportunities to partner and leverage assets and expertise of Vancouver Foundation and external institutions, organizations and individuals; negotiate partnerships and contracts that arise
- Lead and/or coordinate internal learning and capacity building activities as needed
- Represent the Foundation at local, regional or national levels in sector government relations and advocacy work, as directed
- Support implementation of technology as needed to advance strategic goals

Sector Relations and Advocacy

- Represent the Foundation through participation in sector networks related to organizational priorities

- Collaborate with office of the CEO and Director of Communications on government relations initiatives
- Scope emerging role for the Foundation to leverage its influence to advance systems and policy change

Leadership, Management

- Assemble consultant and/or inter-departmental teams as required and assign responsibilities
- Oversee the GMS Super Users Group to liaise between the executive and staff
- Oversee consultant contracts as required; provide clarity around expectations, timelines and deliverables
- Mentor, guide, and manage the activities and performance of direct reports as required
- Actively participate in staff meetings, retreats, and internal meetings
- Maintain updated skills and knowledge within the field of philanthropy, social justice, and systems change

All other duties as assigned by the VP, Grants and Community Initiatives.

Core Competencies

- Self-awareness – Reflexive with reference to individual social location, power and privilege, with a strong understanding of personal strengths and areas for growth.
- Emotional Maturity - Able to maintain composure under pressure and handle multiple priorities.
- Strategic Focus - Engages stakeholders in developing, supporting, and implementing the strategic direction.
- Decisive -Takes a systems approach to solving problems and making decisions in collaboration with stakeholders. Exercises excellent judgement.
- Bias for Action - Uses a proactive entrepreneurial approach to take action and achieve desired outcomes.
- Service Orientation - Focuses on grant seekers and other stakeholder experiences through interactions with the Foundation.
- Embraces Complexity – seeks to learn from rather than manage complexity.
- Change Leader – Recognizes and promotes change as a necessity - able to lead others through transition and change.
- Excellent Communication – Written and oral. Effectively informs, influences and persuades others

Desired Experience/Education/Skills

- Understanding of anti-oppression, anti-racism, and feminist theory and practice, and the ability translate it to our work
- 7-10 years of progressive responsibility in not-for-profit
- Post-secondary degree in a relevant field or work experience equivalent
- Grantmaking experience within the not-for-profit or public sector preferred
- Ability to build and enhance relationships with key stakeholders
- Experience in project and/or program management, development, planning and evaluation
- Extensive knowledge of the charitable sector and key issues ranging from social change to our regulatory framework
- Superior analytical, research, report writing skills
- Confident public speaking and community convening skills
- Understanding of social justice and systems change theory and practices

- Extensive experience with MS Office suite and competence in using CRM databases

Accountability: The Director, Emergent Opportunities is directly accountable to the Vice-President, Grants and Community Initiatives.

Salary: Range of $100,00 and $112,000 plus a generous and comprehensive benefits package.

Hours of Work: This position is a temporary full-time position (35 hours p/week) for 18 months. It will begin September/October 2020.

Accessibility: Please note, Vancouver Foundation's office is located on the second floor of the building with an elevator for access to the office, and an accessible, gender-neutral washroom.

Vancouver Foundation is an Equal Opportunity Employer: We are committed to the principles of equal and inclusive employment opportunities with regard to race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression, domestic partnership status or any other status that is representative of the communities we work in. Vancouver Foundation actively encourages applicants from underrepresented communities.

How to Apply

If this sounds like you, we welcome a brief cover letter and resume in one document by **August 30, 2020** to: jobs@vancouverfoundation.ca and **be sure to quote position number 2020-10 in the subject line**.

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. Periodic updates regarding recent postings are published on our career page after the application deadline has expired. We thank all applicants for their interest in the Vancouver Foundation.