



Community Impact Coordinator

Full-time, Continuing

Are you motivated to create caring and equitable communities where all individuals may thrive? Are you keen on collaborating with a team to facilitate funding and investments to charities and social purpose organizations? Are you the person on a team that is so detail-focused, people come to you to ensure accurate processes and records are maintained? Do you thrive in a fast-paced environment, working on several projects at the same time? If so, Waterloo Region Community Foundation is looking for you to join our team as a Community Impact Coordinator.

Who we are

Waterloo Region Community Foundation (WRCF) is a public foundation focused on Granting, Impact Investing and Convening to make measurable and sustainable impacts in Waterloo Region. As one of 202 Community Foundations across Canada, we collaborate with partners, connect regionally and locally, working with three cities and four townships – to include the people and places across our region, using a trust-based philanthropic approach. Together, we seize opportunities to meet current and future needs of our community. We enable people, companies and organizations to do more good by making it easy for Fundholders and Donors to give and invest, and for charities to receive money. Gifts are directed to WRCF's endowed funds that drive positive change in two ways: through grants and impact investments that deliver both financial returns as well as positive social and environmental outcomes. We work with our Fundholders to distribute the income generated through grants to support a wide range of charitable causes within our community; In 2022, we approved grants of \$6 Million to hundreds of local charities and non-profits, bringing our collective granting impact since inception to \$73 Million. As a leading community-building organization, we also work to amplify voices and issues of importance by convening conversations and sharing information, while approaching our work with an equity mindset.

A Commitment to Equity

WRCF is an equity-conscious employer committed to equity, anti-oppression, diversity and supporting the wellbeing of all our employees. We provide inclusive employment opportunities without regard to race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression, or any other status that is representative of equity & sovereign seeking groups.

All qualified individuals are encouraged to consider working with us including those who are; First Nations, Inuit and Métis, Black, people of colour, immigrants, people living with disabilities, ethnocultural religious identities (e.g. Muslim, Sikh, Jewish), and 2SLGBTQIA+.

If you are an applicant who requires accommodations, please let us know in advance so that we may arrange for their provision. We provide accommodations at all stages of the recruitment and hiring process under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.



About the Role

The Community Impact Coordinator is a full-time, continuing role that reports to the Director, Community Impact and is part of the Community Impact Team coordinating activities as it pertains to grant administration and supporting grant committees. In addition, the team is responsible for convening conversations, informational sessions and educational opportunities linked to WRCF's strategies and other local emerging issues. The successful candidate has excellent communication skills with a proven ability to develop and nurture relationships. They must possess a keen eye for detail, be extremely organized, proficient in using IT software, willing to be a champion for capturing and actioning information and enjoy processing information – all with a focus on accuracy.

Compensation: \$45,000 - \$55,000 (based on a 37.5 hour work week), plus a competitive benefits package. Currently, employees work both on-site and remotely, and this role includes an expectation of a minimum of 3 days in-office or in community days weekly.

Key Responsibilities

- Provide day-to-day support to the Community Impact Team. This includes responsibilities such as: maintaining accurate records of all funds and grants, processing grants, letters and supporting documents.
- Manage the grant process, distribution, evaluation and reporting for grant streams as assigned. Manage evaluation follow-up with grant recipients as required and assist in the gathering and analysis of qualitative and quantitative data and stories about granting to communicate impact.
- Provide support to committee members including coordinate the logistics of meetings, scheduling, agenda's, document reconciliation, minute taking.
- Educate grant seekers on funding processes, guidelines and eligibility criteria.

About You

- You bring a combination of education, experience and knowledge to be successful in this role.
- You have demonstrated commitment to understanding and supporting the needs of diverse communities, as well as have a respect for listening, learning and acting on reconciliation, diversity and equity
- Being detail-oriented is your thing; you will spend a lot of time processing grants, updating our database, pulling information and maintaining records – and accuracy is critical. You will also be a “go to” person for others on the team to review funding information that is pulled
- You deliver on what you commit to – on time and within budget
- You bring a learning lens to all aspects of your work
- You work effectively at managing a variety of projects at the same time and are quite happy to shift between activities on any given day to respond to a higher priority. Success at the end of the day is about collectively meeting team goals
- You like working with, and supporting, people. You are a community champion who builds and maintains strong relationships.
- You are comfortable with and have familiarity using technology to enable outcomes and enjoy learning about systems to drive work. Ideally, you have prior experience working with a Customer Relationship Management (CRM) system, Microsoft Office, and Dynamics 365.



Interested candidates should submit their cover letter and resume in confidence to Blessing Akpan at Blessing@wrcf.ca. Please also contact Blessing if you require any accommodations at any stage of the process.

The posting will close on June 23, 2023 at 5.00 p.m. EST. While we appreciate the interest of all applicants, we will contact only those selected for interviews.