Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Fund And Community Relationship Specialist

Job ID	**34-D1-C1-B4-0E-76**	
Web Address	https://careers.indigenous.link/viewjob?jobname=34-D1-C1-B4-0E-76	
Company	Native Child And Family Services Of Toronto	
Location	Toronto, Ontario	
Date Posted	From: 2021-01-13	To: 2021-01-27
Job	Type: Full-time	Category: Service Sector
Job Salary	$38,470 - $72,251	
Languages	English	

Description

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Classification: Contract Full-Time

Hours: 35 hrs/wk.

Rate: $38,470 - $72, 251

Location: 30 College Street, Toronto

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nations, MÃ©tis and Inuit applicants to apply and self-identify in their cover letter.

Position Summary

Under the direction of the Manager, Funds Development, Strategy and Partnerships, the Fund and Community Relationship Specialist provides support in all aspects of fund development writing with an emphasis on researching new fund development opportunities, preparing and writing funding and grant proposals for new and existing funding opportunities.

Primary Duties:

1. Writes, edits, and coordinates submission of all fund development and grant writing initiatives including assisting with conceptualizing, designing and preparing new programs, program proposals and related reports, and writing and submitting all grant proposals and funding applications and related materials with the aim of securing and diversifying financial support from foundations, corporations, and government;
2. Researches, develops, and implements monitoring, evaluation and reporting frameworks in order to measure service impact and effectiveness in compliance with fundersâ€™ reporting requirements. Helps to ensure the required information is collected and reported in a timely manner, consistent with cultural objectives. Assist in the analysis of data and in problem solving for incorrect or unusual information;
3. Assists and supports in the management of agency service policies, procedures and protocols to ensure they are current and relevant;
4. Monitors community trends and opportunities; reads and reports data such that it aids the agency in both policy and program development;
5. Assists in the development, implementation, and coordination of all fundraising initiatives and activities and to secure the proper information for ongoing dialogue, evaluation of current plan / activities, and strategic decision-making;
6. Researches new funding opportunities to meet the needs of individual programs and services; assists in the creation and maintenance of an up-to-date data bank on funding opportunities relative to agency services and sustainable program capacity and development;
7. Writes and reviews service policies and procedures including agency manuals, guidelines, handbooks, etc. to support policy change and ensure Directors, Supervisors and Managers have the capacity to monitor services and be compliant with funder and legal expectations;
8. Represents the organization in relationships with select funders and sector stakeholders, as required;
9. Undertakes specific time limited research, development, or publications projects related to data management, program effectiveness, and service development or other areas as assigned;
10. Other duties as assigned.

What we are looking for

â€¢ Bachelorâ€™s Degree or equivalent combination of education and experience;
â€¢ Demonstrated experience in a similar type of position;
â€¢ Demonstrated grant/proposal and technical writing skills;
â€¢ Proven experience in managing multiple projects;
â€¢ Knowledge of quality assurance, quality improvement and fund development theory, principles and practices;
â€¢ Demonstrated understanding of workplace Health and Safety practices and understanding of an employeeâ€™s responsibility under current legislation;
â€¢ Knowledge of the historical and current Indigenous context would be a strong asset;
â€¢ Exceptional ability to conduct research, evaluation and analysis, planning, and development of strategic planning;
â€¢ Excellent verbal and written communication skills;
â€¢ Ability to build effective working relationships with internal groups and external organizations and stakeholders on various projects;
â€¢ Pass a police record check (Vulnerable Sector);
â€¢ Ability to provide training to various internal groups; and
â€¢ Demonstrate computer skills with specific competence with spreadsheets, databases, etc.

How to Apply

Click Apply Now!
If you are interested in this job opportunity, please apply by link provided on or before
January 26, 2021
We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.
We thank you for your interest, however, only those applicants selected for an interview will be contacted.