

JOB DESCRIPTION



Job Title: Manager, Community Development

LOCATION: Victoria, BC
TERM: Permanent, 35 hour work week

OVERVIEW

Who We Are

The Greater Victoria Coalition to End Homelessness (Coalition) is a non-profit society committed to addressing homelessness in Greater Victoria. The Coalition was formed in 2008 and consists of over 40 stakeholder organizations including: service providers, non-profit organizations, all levels of government, businesses, postsecondary institutions, the faith community, and people with a lived experience of homelessness.

The Coalition is the backbone organization dedicated to coordinating various dimensions and collaborators within a system-wide response to a range of issues related to homelessness. The Coalition establishes the vision and strategy, supports coordinated activities, establishes shared measurement activities, builds public will, advances policy and mobilizes funding. This suite of activities supports a region-wide, coordinated response to homelessness and ensures this collective effort maintains momentum and results in maximum impact.

Who You Are

You seek meaningful, complex work in a fast-paced, dynamic environment surrounded by experienced professionals passionate about housing and homelessness. You are process and values-driven thriving in a collaborative environment where diverse stakeholders work toward a common goal. You are a strategic thinker with strong organization and communication skills can move seamlessly from broad issues or concepts to practical, actionable steps and measurable outcomes ensuring effective community engagement through the process. You excel at verbal and written communication, social media and project management.

Why Choose Us

- Growth Opportunities – We are supportive of ongoing professional development.
- Vacation and Sick Leave – We offer paid vacation and sick leave.
- Health Benefits – We offer medical coverage including prescriptions, dental and extended health.
- Employee Assistance Program (Incl. family members) – We offer access to support.
- Flexible Work Schedule – We offer the option to work remotely when needed.
- Collaborative and Inclusive Work Environment – We work together.
- Great Location – We are located in downtown Victoria.

JOB SUMMARY

Manager, Community Development

The role of this position is to support the conceptualization, initiation, coordination, management and completion of projects within the context of the Coalition's multi-year Strategic Plan and annual Business Plan. This role seeks a flexible, confident, self-directed individual who can effectively apply critical thought to challenging and complex situations in a timely manner. This position presents an opportunity to work on high-profile initiatives related to addressing the needs of those experiencing homelessness in a community that finds itself as a current leader in the field.

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| 1. Project Management : | 30% |
| 2. Project Coordination: | 50% |
| 3. Operations and Administration: | 20% |

STRUCTURE & ACCOUNTABILITIES

Employment Structure

Title: Manager, Community Development:

- Reports to the Coalition Executive Director; and,
- Is supported by the Coalition Administrative Coordinator and other staff as identified on a project-by-project basis.

Specific Accountabilities

- Will be responsible for the conceptualization, initiation, coordination, management and completion of assigned projects.
- Will work within existing Coalition Working Group structure engaging additional stakeholders, as needed, to ensure robust engagement on all projects.
- Will use existing or develop and implement processes and procedures for day-to-day management of Coalition functions and activities, related to:
 - System Improvement Working Group;
 - Monitoring & Evaluation Working Group; and,
 - Community Engagement & Communication Working Group.
- Will support the Executive Director on activities related to Steering Committee and Board of Director meetings.
- Will manage and support additional projects related to the Coalition's strategic direction as assigned.
- Will work collaboratively within a team to exceed annual performance goals.
- Will utilize a comprehensive knowledge of homelessness prevention and intervention strategies and their applicability within the Greater Victoria context to advance community-based solutions.

- Will use a range of engagement strategies and tools to ensure the following community development principles are applied to all Coalition work:
 - Every stakeholder provides value: each stakeholder has something to contribute;
 - Relationships build community: people and organizations must be connected;
 - Stakeholders are at the centre: stakeholders are actors – not recipients – in process;
 - Leaders involve others: broad base of community action creates most strength;
 - People and community care: challenge notions of apathy;
 - Listen: decision should come from conversations where people are heard;
 - Ask: seeking ideas is more sustainable than giving solutions;
 - Inside-out organization: local community has control of process; and,
 - Institutions serve the community: leaders should create opportunities for member involvement.
- Will work collaboratively with a diverse group of stakeholders ranging from government departments and agencies to small service-providers.
- Will support the Executive Director with media relations strategies and tools, speaking notes, media releases, draft reports, website development and social media postings.
- Other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE

- University degree in Community Development, Urban Planning or related field.
- A minimum of 3 years project coordination and/or project management in a related field such as housing, homelessness, and/or social programs.
- Working knowledge of supported, supportive, affordable housing and related services, especially in the Greater Victoria region.
- Experience with Microsoft Office, InDesign, website design/development, social media, and other internet tools for communication and collaboration.
- Demonstrated experience with research, report-writing and media releases.
- Demonstrated experience with the non-profit sector.

MINIMUM COMPETENCIES

Must possess the following enabling competencies:

- Ability to **think critically**.
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships.
- Ability to **communicate** through a balance of listening and talking; must speak and write clearly and accurately.
- Ability to **take initiative**, including to set achievable objectives; maintain a positive outlook; and take responsibility.
- Ability to understand how decisions affect the bottom line (**financial acumen**), including a familiarity with general financial and accounting principles and practices.

GENERAL REQUIREMENTS

- This position requires some flexibility regarding hours, as some meetings may occur after normal working hours and possibly throughout Greater Victoria.
- Must possess a valid Class 5 Driver's License and have access to a reliable vehicle.
- Must review and sign all agreements at the start of employment.
- Follow the Coalition's policies and procedures and orientation manual.