



JOB DESCRIPTION | Director of Community Investment

The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

The Director of Community Investment is responsible for overseeing all aspects of the organization's grant management process and leading community investment initiatives. This position plays a crucial role in identifying funding opportunities, managing grant applications, and ensuring effective implementation of funded programs. The Director will also develop and maintain relationships with community partners and stakeholders to maximize impact and drive positive change.

Position Summary

Job title	Director of Community Investment
Job classification	Non-Unionized
Employment Status	Fulltime salaried contract until March 31, 2025
Hours	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
Work location	Toronto, Ontario; hybrid working setting but may return to on site where applicable
Salary	\$100,000-\$120,000
	CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.
Probationary Period	6 months.

Responsibilities:

Grant Management:

- Develop, implement and oversee and evaluate through surveys and key performance indicators all granting programs
- Research, evaluate, and prioritize grant opportunities that align with the organization's mission and strategic plan.
- Oversee the grant application process, including coordination with program managers and finance department.
- Monitor grant performance and compliance, including reporting requirements and deadlines.
- Manage and maintain grant-tracking system and provide regular updates to ED, board and stakeholders as required.
- Ensures that programs and services adhere to funding requirements and approved budgets.
- Build and manage the department budget.
- Work with the communications department to create specific communications and marketing tools/products for community investment opportunities.

Community Investment:

- Collaborate with community stakeholders, nonprofits, and government agencies to identify investment opportunities that align with the organization's strategic objectives.
- Conduct needs assessments and research to identify community needs, gaps, and emerging trends.
- Evaluate and monitor community investment initiatives, measuring impact and outcomes.
- Foster and maintain relationships with key stakeholders, including community leaders, organizations, and donors.



Team Leadership:

- Provide leadership and guidance to the grants and community investment team, fostering a collaborative and high-performing work environment.
- Set performance objectives, conduct performance reviews, and provide ongoing coaching and professional development opportunities.
- Promote a culture of excellence, innovation, and continuous improvement within the department.
- Develop and present project related materials and recommendations to various audiences, including CEO, external stakeholders, and the Board.
- Work closely with Finance, Communications and Programs Teams to manage various aspects of the granting program.
- Support internal and external relationships management, navigating different priorities and points of view.
- Manage and achieve workplan deliverables and goals alongside staff.

Other Accountabilities:

- Respond to corporate administration and oversight related inquiries and initiatives impacting the organization i.e. Annual Report, Parliamentary Reports, Human Resource and Staffing Strategic Planning, Annual Business and Workplanning, Departmental Budgeting Processes and other Corporate Processes required.
- Key abreast of relevant issues.
- Develop and maintain professional networks and relationships in this sector
- Project management and evaluation
- Ability to manage multiple priorities simultaneously
- Perform other job-related duties as assigned

Qualifications:

Education and Experience:

- A degree or diploma (or equivalent experience) in a relevant field such as social sciences, public administration, nonprofit management, or a related discipline is preferred. A master's degree is an asset
- Preferred 5+ years of experience in grant management, application process, and compliance.
- At least 5 years of experience in managing teams and experience as a part of a Senior Leadership Team.
- Proven experience in community investment, grant-making, philanthropy, or related fields, ideally with a focus on addressing racial equity and social justice issues.
- Demonstrated knowledge of anti-racism frameworks, diversity, equity, and inclusion principles, and understanding of systemic racism and its impact on communities.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications. Comfortable using Zoom and other platforms as required for hosting online meetings and events.

Grant-Making Expertise:

- Proven ability to develop and implement a strategic vision for community investment programs, aligning them with the anti-racism foundation's mission and goals.
- Experience in setting grant-making strategies and priorities, identifying target communities, and allocating resources effectively.
- Ability to collaborate with other foundation leaders, board members, community stakeholders, and nonprofit organizations to drive collective impact.

Equity and Social Justice Lens:

- Demonstrated commitment to advancing racial equity and dismantling systemic racism.
- Knowledge of anti-racist practices, theories, and frameworks, and the ability to integrate them into grant-making strategies.
- Understanding of community development, social determinants of health, and the intersections of race, class, gender, and other identities in creating equitable outcomes.

Relationship Building and Communication:

- Proven experience in conducting executives briefings (oral and written)



- Excellent interpersonal and communication skills to engage with diverse stakeholders, including community leaders, nonprofits, government agencies, and donors.
- Ability to build and maintain relationships with grantees, provide support, and foster collaboration among grant recipients.
- Strong written and verbal communication skills to effectively articulate the foundation's mission, goals, and impact to various audiences

Analytical and Evaluation Skills:

- Proficiency in data analysis and evaluation methodologies to assess the effectiveness and impact of grant programs.
- Ability to track and measure outcomes and indicators of success, ensuring accountability and continuous improvement.
- Familiarity with performance measurement frameworks and tools, such as logic models and impact assessment techniques.

Ethical and Professional Conduct:

- Strong integrity and ethical standards, ensuring transparency, fairness, and impartiality in the grant-making process.
- Ability to handle sensitive and confidential information with discretion and maintain the highest level of professionalism.
- Commitment to ongoing learning and staying updated on emerging trends, research, and practices related to community investment, racial equity, and social justice.

Leadership and Team Management:

- Previous experience in effectively managing and supervising a team, including setting performance goals, providing feedback, and fostering professional development.
- Ability to mentor and support staff members, promoting a collaborative and inclusive work environment.
- Strong leadership skills to inspire and motivate team members towards achieving the foundation's mission and goals.
- Experience in managing workload distribution, delegating tasks, and ensuring the team's productivity and efficiency
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

To Apply:

Please send cover letter and résumé by **July 10, 2023**:

Veronica Xie
HR Advisor
Email: hr-rh@crrf-fcrr.ca

Some essential and other qualifications will be assessed through your application process.

Proof of eligibility to work in Canada , education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.