



JOB DESCRIPTION | Associate 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 Associate Director will be responsible for supporting the Director of Community Investment in overseeing and managing the CRRF's grant-funded programs and projects that advance our goals of community development and investment initiatives. The Associate Director supports the delivery of a range of specialized and ongoing programs, including the National Anti-Racism Fund (NARF) and others, and cultivates relationships with internal and external stakeholders.

The position involves responsibilities for the development, design, project management, oversight, monitoring and evaluation of CRRF funded initiatives within the department. This includes supervising and leading the team that coordinates regional activities and outreach and ensuring the effective allocation and utilization of grant resources, while also fostering strong partnerships with external stakeholders.

The Associate Director will advance the CRRF's practices regarding community impact, ensuring that grant monitoring and reporting tools and the data collected from CRRF grantees deepen the CRRF's capacity to assess its community investments.

Position Summary

Job title	Associate 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	Hybrid work setting, may work on site as required
Salary	\$97,000 - \$105,000 per annum. 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:

- Assist the Director of Community Investment in the strategic planning and execution of the organization's grant programs and community investment initiatives.
- Monitor and evaluate the impact and effectiveness of grant-funded programs and projects.
- Support the development and implementation of grant management policies, procedures, and guidelines to ensure compliance with operational and regulatory requirements.



- Assist the Director of Community Investment in managing the process for monitoring compliance and public complaints regarding granting programs.
- Supervise a team of regional coordinators, monitoring workflows, offering guidance, constructive feedback, and support to foster individual and collective success.
- Provide direction to regional coordinators to ensure outreach goals are met, including establishing CRRF's regional presence, coordinating regional events, and contributing to the CRRF's internal database.
- Work closely with the Director of Programs on the coordination and execution of regional events and programs.
- Serve as acting Director when the Director is absent.
- Manage granting contracts and partnership agreements through regional staff and provide regular reports to the Director regarding program/project status, contract completions, and service delivery.
- Assist in managing the end-to-end grant process, including identifying potential funding opportunities, reviewing grant applications, monitoring granting programs, conducting due diligence, and making funding recommendations.
- Provide guidance and support to internal teams and external grantees throughout the grant lifecycle, including grant proposals, project planning, budgeting, funding requests, monitoring, and reporting.
- Develop work plans, communication plans, and content and work closely with the Communications and Marketing Department
- Assist the Director of Community Investment with departmental plans, budgets, and reporting to the executive office.
- Build and maintain relationships with community organizations, nonprofits, and government agencies to promote collaboration and partnership opportunities.
- Collaborate with internal stakeholders and external partners to identify community needs and develop investment strategies that align with the organization's goals and priorities.
- Stay updated on the latest trends and best practices in grant management, community impact, community development, and philanthropy to enhance program effectiveness.
- Provide day-to-day performance management, ensuring a collaborative and inclusive work environment particularly where the team members are working closely with other units.
- Prepare briefing notes, reports, project plans, budgets, presentations, etc.
- Support other departmental initiatives and perform additional duties as assigned by the Director.

Qualifications:

- Fluent in French is an asset.
- Degree or diploma (or equivalent experience) in Nonprofit Management, Business Administration, Public Administration, Philanthropy, or related field.
- Preferred 3-5 years of experience in public planning, public administration, grant management, community development or redevelopment, or similarly related field, preferably in a supervisory or leadership capacity.
- At least 3 years of experience in managing teams and experience as a part of a Senior Leadership Team.
- Strong knowledge of grant-making processes, including application review, due diligence, and grant monitoring and reporting.



- Excellent project management skills, with the ability to manage multiple priorities, meet deadlines, and adapt to changing circumstances.
- Demonstrated ability to build and maintain effective relationships with community organizations, nonprofits, and government agencies.
- Exceptional written and verbal communication skills, with the ability to communicate effectively with diverse stakeholders.
- Strong analytical and problem-solving skills, with the ability to evaluate program outcomes and make data-driven recommendations.
- Able to work in a fast-paced environment and manage several deadlines
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other grant management software and tools. Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Knowledge of community groups, agencies, and non-profit organizational culture is an asset.
- Demonstrated commitment to actively promoting anti-racism initiatives, influencing systemic change, and understanding intersectionality while fostering diversity, equity, inclusion, and accessibility.

To Apply:

Please send cover letter and résumé by **April 22, 2024**:

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.