



COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

Role:	Project and Research Manager, Community Wealth Building
Department:	Community Impact
Reports to:	Senior Director, Community Initiatives

PURPOSE OF ASSIGNMENT

Reporting to the Senior Director of Community Initiatives in a matrix role, the Project and Research Manager will support the development and execution of strategies related to [community wealth building](#) (CWB), initiatives which include building the capacity of the ecosystem around key principles, such as social procurement, social purchasing (buy local, shop local), community benefits agreements, etc.

The incumbent will work closely with the Senior Director of Public Policy, Government and Stakeholder Relations.

This is an excellent opportunity for any professional who would like to work in a team environment, expand their research, analytical and project management skills, and make an impact in our region of East Ontario.

This work is in support of United Way's impact agenda in our community. As an impact United Way, we work to achieve measurable, lasting change for those who need it most. Through various initiatives, the community impact team convenes community partners in an opportunity to work together towards common goals while creating a coordinated access point for resources, information sharing, and advocacy.

RESPONSIBILITIES

- Scope out the ecosystem for key stakeholders and potential anchor institutions aligned to community wealth building (CWB).
- Prepare an environmental scan of the latest and effective strategies and initiatives for the implementation of CWB locally, nationally, and internationally. This may result in documenting success stories and highlighting initiatives that will be most effective in our region.
- Mapping current and potential new stakeholders through a stakeholder mapping exercise.
- Support creation of a project impact and success evaluation matrix.
- Grow new partnership opportunities through identifying, researching, prospecting, creating, and supporting the delivery of presentations and attending networking events, as appropriate.
- Inform the development strategy for CWB on the local business landscape across the East Ontario region.
- Contribute to the development of other CWB initiatives and activities.

- Support the development of content for webinars, presentations, and events.
- Support external community wide CWB meetings led by United Way East Ontario.
- Support the tracking and sharing of data (i.e., participation at events and commitments to CWB principles).
- Provide administrative support for committee meetings and special events, as assigned.
- Attend United Way and initiative-specific special events and other functions, as required.
- Share and promote best practices.
- Perform other duties assigned.

TIME COMMITMENT

This assignment is a full-time one-year opportunity starting as soon as possible. The candidate must be available for the full duration of the placement.

QUALIFICATIONS

- Experience managing and implementing projects.
- Ability to conduct research, summarize key findings, and identify emerging trends in the ecosystem.
- Ability to operate in a virtual and/or hybrid work environment.
- Ability to organize and manage a diverse range of assignments and projects with flexibility, high efficiency, as well as thorough attention to detail and follow-through.
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement, and instill a sense of excitement/pride in others.
- Strong organizational and time-management skills to balance multiple priorities and share and promote best practices.
- Excellent teamwork skills for working with a variety of individuals (including senior managers) from diverse industries, backgrounds, and ideologies.
- High-energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity”.
- Experience writing proposals, project plans, memos, briefing documents, case studies, and other communication pieces.
- Bilingualism would be a strong asset.
- Ability to communicate United Way East Ontario’s mandate, mission, and corporate vision to donors and volunteers.

BENEFITS OF THIS ASSIGNMENT

- Make a direct impact on your local community in the East Ontario region.
- Apply and refine the following professional competencies through experience in the non-profit sector: research, analysis, project management, communication, interpersonal skills, stakeholder analysis, impact creation, and advocacy.
- Increase knowledge of United Way East Ontario and the social services sector.
- Contribute to making our community stronger, healthier, and safer for all.
- Network with United Way staff and volunteers.

HOW TO APPLY

Read about our Impact:

1. Overview of United Way East Ontario's (UWEO) Impact: [UWEO 2021 Annual Report](#)
2. Overview of UWEO's work through COVID-19: [UWEO COVID-19 Impact Report](#)
- 3 UWEO's commitment to Trust and Accountability: [Charity Intelligence's assessment of UWEO](#)
4. Community Wealth Building: [Blog identifying a few key concepts and stakeholders](#)

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to csantamaria@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.