

## **THE COMMUNITY FOUNDATION**

Position: Director, Network Engagement and Social Innovation (NESI)  
Reports to: Executive Director  
Type: 3 Year contract position, with possibility of extension

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### **About The Community Foundation**

The Community Foundation acts as a trustee of financial gifts from its donors – pooling the donations to cultivate and grow permanently endowed funds that support charitable organizations, local community needs and priorities, and inspire community leadership.

We are constantly working with donors and local charitable groups to improve the quality of life in Greater Saint John.

### **Position Summary**

Reporting to the Executive Director of the Greater Saint John Community Foundation (the Foundation), the Director NESI is responsible for leading the development, implementation and evaluation of all the Foundation's community outreach initiatives and stakeholder relations for the purpose of informing those who influence and develop public policy within Greater Saint John.

Specifically, the Director NESI will provide leadership to the Province of New Brunswick's Social Innovation Fund, Community Foundation of Canada's Vital Signs® Program within Greater Saint John and all current and future community consultation initiatives.

The Social Innovation Fund represents a strategic partnership with the Province of New Brunswick to scale and test new initiatives to address generational poverty within the City of Saint John. Based on sound evidence, projects are mobilized to demonstrate effective approaches, best practices and policy changes to inform what is needed in the City and the province as a whole.

The Vital Signs Program is a nationally based initiative, spearheaded by Community Foundations of Canada, operational at the community level by Community Foundations locally. Vital Signs is used to inform strategic decision-making to facilitate effective responses to community challenges and highlight community assets for enhancement and growth.

The Vital Signs Program measures community vitality across a broad range of quality-of-life issues; identifies significant trends and emerging issues affecting the communities within Greater Saint John; and effectively communicates findings to a broad range of stakeholders.

### **Key Responsibilities**

- Lead all project management duties related to the Social Innovation Fund to include direct support to current and future project owners and develop all required policy recommendations and reporting to ensure the legacy of the Fund;
- Lead the research, planning, delivery and evaluation of the Foundation's Vital Signs Program;
- Develop authentic relationships with a variety of community stakeholders to include government, business and community partners;
- Build on past stakeholder relations successes and current opportunities setting out key goals and objectives to realize and support the Foundation's mission, vision, values, and strategic plan;
- Facilitate innovative and effective community consultations with multiple and diverse constituents;
- Work closely with the Foundation's Director of Marketing and Events to ensure an integrated and strategic approach to all reporting and communications;
- Collaborate with the Foundation's Impact Measurement and Evaluation Branch to ensure learnings inform the work of the Branch and the broader community;
- Provide strategic advice and counsel to the Executive Director; and
- Prepare and manage of the annual program budget requirements as part of the total Foundation's annual budget.

### **Required Experience, Skills, and Qualifications**

- Minimum of five (5) years' experience in program/project management;
- Minimum of three (3) years' experience in policy development and implementation;
- Significant experience establishing and maintaining successful working relationships with cross-cultural and cross-sectoral partners and communities;
- Ability to communicate ideas effectively to a variety of audiences;
- High attention to detail; and
- Works well independently and as part of a team.

### **Education:**

- A Master's degree in aligned field or equivalent training and experience.

### **Salary Range:**

To commensurate with experience.

**Start date is April 2021. Term concluded March 31, 2024 with possibility of extension.**

**To apply, please send a letter of introduction and resume to:**

**Kelly Evans**  
**Executive Director**  
**The Greater Saint John Community Foundation**  
[kelly@sjfoundation.ca](mailto:kelly@sjfoundation.ca)

**Application deadline is Friday, March 12, 2021 at 4 pm.**