



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Fund and Community Relationship Specialist

Classification:	Regular Full-Time	Rate:	\$61,403 – \$68,093
Hours:	35 hrs/wk.	Location:	30 College Street, Toronto

### Position Summary

Under the direction of the Executive Director, the Fund and Community Relationship Specialist will:

1. Assists and supports in the management of agency service policies, procedures and protocols to ensure they are current and relevant;
2. Monitors community trends and opportunities; reads and reports data such that it aids the agency in both policy and program development;
3. Assists in the development, implementation, and coordination of all fundraising initiatives and activities and to secure the proper information for ongoing dialogue, evaluation of current plan / activities, and strategic decision-making;
4. Researches new funding opportunities to meet the needs of individual programs and services; assists in the creation and maintenance of an up-to-date data bank on funding opportunities relative to agency services and sustainable program capacity and development;
5. Writes, edits, and coordinates submission of all fund development and grant writing initiatives including assisting with conceptualizing, designing and preparing new programs, program proposals and related reports, and writing and submitting all grant proposals and funding applications and related materials with the aim of securing and diversifying financial support from foundations, corporations, and government;
6. Writes and reviews service policies and procedures including agency manuals, guidelines, handbooks, etc. to support policy change and ensure Directors, Supervisors and Managers have the capacity to monitor services and be compliant with funder and legal expectations;
7. Researches, develops, and implements monitoring, evaluation and reporting frameworks in order to measure service impact and effectiveness in compliance with funders' reporting requirements. Helps to ensure the required information is collected and reported in a timely manner, consistent with cultural objectives. Assist in the analysis of data and in problem solving for incorrect or unusual information;
8. Represents the organization in relationships with select funders and sector stakeholders, as required;
9. Undertakes specific time limited research, development, or publications projects related to data management, program effectiveness, and service development or other areas as assigned by the office of the Executive Director;
10. Other duties as assigned.

### What we are looking for

- Bachelor's Degree or equivalent years of experience plus a minimum of 2 years of technical writing experience with a focus on clinical, research, administrative and fundraising studies. An equivalent combination of academic qualification, formal training and experience is also considered;
- Pass a police record check (Vulnerable Sector);
- Knowledge of quality assurance, quality improvement and fund development theory, principles and practices;
- Knowledge of the historical and current Indigenous context;
- Exceptional ability to conduct research, evaluation and analysis, planning, and development of strategic planning;
- Excellent verbal and written communication skills;
- Ability to build effective working relationships with internal groups and external organizations' and stakeholders on various projects;
- Demonstrated grant/proposal writing skills;
- Ability to provide training to various internal groups; and
- Demonstrate computer skills with specific competence with spreadsheets, databases, etc.

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If you are interested in this job opportunity, please apply by email on or before **July 31, 2018**

[hrcnfst@nativechild.org](mailto:hrcnfst@nativechild.org) quoting reference number **#18-06-06**

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

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