



ELIZABETH FRY SOCIETY OF OTTAWA

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Join our Amazing E Fry Ottawa Team!

Manager of Community Engagement

The Elizabeth Fry Society of Ottawa is a not-for-profit community agency offering residential and community programs and services to women and men in conflict with the law. The Manager of Community Engagement is responsible for fundraising to support programs and services, communication with and engagement of community partners and potential clients, and for managing some of our programs that engage community. This is a full-time position – mostly days – and includes evening and weekend work to delivery and support events and participate in community events. The Manager of Community Engagement is an important ambassador for E Fry Ottawa in the Ottawa area.

Job title:	Manager of Community Engagement
Reports to:	Executive Director
Hours:	37.5 hours/week – some work required on evenings and weekends
Language:	English Essential (Bilingual Preferred)
Salary:	\$45,000.00

Core Responsibilities

Fundraising

- Develop and implement a fundraising plan that supports the goals of our fundraising strategic plan fundraising strategic plan that meets organization goals, in collaboration with the Executive Director
- Develop and implement fundraising initiatives that support E Fry Ottawa programs and services, in alignment with the fundraising strategic plan
- Actively participate on the Board of Directors' Fundraising Committee, including on a capital campaign
- Maintain and develop sources of funding and donations that align with E Fry Ottawa's mission and values
- Ensure that E Fry Ottawa's fundraising activities are compliant with relevant regulatory requirements

Communications and Community Engagement

- Plan and implement a program of communications (including social media, events/in-person and other approaches) that create awareness of E Fry Ottawa and engagement of existing and potential partners and funders

- Actively participate in community networks that support increased awareness of the extent and nature of challenges faced by the community of criminalized and otherwise marginalized women in the Ottawa area
- Actively participate on the Board of Directors' Advocacy Committee
- Develop and implement creative approaches to integrating community engagement, communication (including social media) and fundraising to maximize their collective impact

Manage outreach-related programs and staff

- Manage and provide leadership to staff in key E Fry Ottawa outreach programs, including (but not limited to) our Drop-in Centre, and our Volunteer Program and our Student Placement Program
- Collaborate with the Executive Director to recruit, hire, orient and train staff, volunteers and students related to our outreach programs and services
- In collaboration with the program staff and the Executive Director, oversee the effective delivery of the above outreach programs and services

Other responsibilities and duties

- Promote and maintain the mission, vision and values of E Fry Ottawa in all internal and external initiatives
- As a member of the management team, actively participate in developing the organization and its staff so it continues to meet the needs of our clients
- Maintain accurate and up-to-date records and statistics regarding all aspects of fundraising, donations, community engagement, communications and programs managed in this position
- Undertake other initiatives as required by the Executive Director

Qualifications

Required education and experience

- Undergraduate degree or diploma with specialization in fundraising, community engagement/public relations
- At least two (2) years of related experience in fundraising for non-profit or charitable organizations
- At least two (2) years of experience creating, organizing and implementing community events
- Experience using social media activities for corporate purposes, for example, managing a organizational twitter & Facebook profile and account ensuring the messaging is in keeping with the organizational image and values
- Experience managing a program including supervision of staff and administrative functions including management of budget

Required knowledge, capacity and commitment

- Awareness of and commitment to women’s issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues – along with a solid understanding of the impacts of barriers faced by criminalized and/or marginalized women, such as poverty, alcohol and drug use, discrimination, criminalization and a lack of housing
- Excellent oral and written communication skills (English essential, bilingual preferred), including capacity to adapt communication styles for social media and other forms of communication
- The ability to communicate passionately in a way that inspires community support for criminalized women
- Excellent organizational and time management skills, and ability to work well independently
- The capacity to work well with others, including to be flexible and respond to changing priorities and arising challenges

<p>Are you an ideal candidate? In addition to the above requirements, some “great to have” qualifications include...</p> <ul style="list-style-type: none">▪ You have experience fundraising for marginalized women▪ You have established and extensive networks in the Ottawa area▪ You are bilingual▪ You have a valid driver’s license and our own transportation	<p>Apply by 4:00 pm, January 17!</p> <p>Please submit your résumé and a cover letter to Cathy Robinson, Interim Executive Director, through careers@efryottawa.com</p> <p><i>Tell us how you meet or exceed the above required and “great to have” qualifications.</i></p>
<p>We thank all who apply. Only those selected for an interview will be contacted.</p>	