

Employment Opportunity Community Engagement Officer

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

Job Summary:

The Community Engagement Officer plays a pivotal role in securing grant funding, fostering community relationships, and enhancing the organization's communications. This multifaceted position involves grant writing and management, organizing community events, and crafting compelling content for various communication channels. It offers a unique opportunity to make a meaningful impact by ensuring financial support, expanding community outreach, and effectively conveying the organization's mission.

Employment Type:

Full-time (37.5 hours/week), hours typically between Monday – Friday. Some additional after hours or weekend work may be required.

Job Responsibilities:

Grant Writing and Management:

- Create grant application strategies that meet the organization's needs and maximize its competitiveness.
- Research and identify potential grant opportunities that align with the organization's goals and initiatives.
- Develop grant proposals, including narratives, budgets, and supporting documents, for submission to funding organizations.
- Manage the full grant cycle, from initial application to reporting and compliance.
- Maintain and improve grants management systems to streamline application processes and reporting requirements.
- Collaborate with program managers and other team members to gather data and information necessary for grant applications and reports.
- Ensure adherence to grant application deadlines and submission requirements.
- Track and manage grant funds, including budget allocation, spending, and reporting.
- Prepare and submit timely and accurate grant reports, including financial and programmatic reports.
- Steward relationships with current grant funders, including regular updates and progress reports.
- Develop relationships with potential grant funding organizations.

Community Engagement:

- Develop and maintain relationships with stakeholders to enhance the organization's visibility.
- Organize and attend community events, meetings, and workshops to promote the organization's mission and gather feedback.
- Oversee cause marketing campaigns and partnerships to raise awareness and support for the organization's mission.
- Coordinate and manage independent fundraising events to generate additional revenue.
- Foster and maintain partnerships with community organizations and businesses to expand the organization's reach and impact.

Communications Support:

- Assist in the development of a comprehensive communications strategy to promote the organization's activities, initiatives, and impact with consistent communications across all channels.
- Write and edit content for various communication channels, such as newsletters, social media, and website updates.
- Assist in the creation and execution of marketing and public relations campaigns.
- Manage the development, distribution, and maintenance of all print and electronic collateral, including newsletters, brochures, and the website.

Qualifications:

- Bachelor's degree in a relevant field strongly preferred (e.g., Communications, Public Relations, Non-profit Management), or a related field.
- Minimum of three years of Grants experience, including writing, securing, and managing governmental, foundation, and corporate funding.
- Minimum of three years of Communications experience, including marketing, public relations, public affairs, or a related field.
- Exceptional writing, editing, and proofreading skills; ability to organize and present a logical, persuasive, and compelling case or narrative.
- Ability to quickly produce the highest quality writing for a variety of audiences and media/formats and across a variety of print and digital communications media.
- Experience with writing solicitations for grants and direct financial support.
- Knowledge of grant research techniques.
- Excellent project management skills, successfully managing competing priorities and deadlines to produce quality results on time with attention to detail.
- Strong interpersonal skills, with the ability to work both collaboratively and independently.
- Proficient in Microsoft Office and Raiser's Edge, with knowledge of Grant Connect being a plus.
- Strong understanding of non-profit organizations and fundraising strategies.
- Demonstrated success in major gift cultivation, grants, and corporate partnerships.
- Passion for the mission and work of YWCA Edmonton.
- Clear Criminal Record Check.
- High level of professionalism and adherence to confidentiality.

Equal Opportunity Commitment:

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

Acknowledgment:

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

Compensation:

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, ensuring work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

How to Apply:

Please submit your cover letter and resume to careers@ywcaedm.org.

Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. All inquiries can be directly emailed to careers@ywcaedm.org.

This posting will remain open until November 17, 2023, or until a suitable candidate is found.